

Date: [Insert Date]

Claim Number: [Insert Claim Number]

Policy Number: [Insert Policy Number]

Dear [Policyholder Name],

We are currently processing your personal property theft claim. To help us complete our investigation and expedite your settlement, please fill out this survey regarding the incident.

Theft Incident Details

1. Date and time the theft occurred:

2. Location where the theft took place (Address or specific area):

3. Please describe how the theft occurred (e.g., forced entry, items taken from vehicle):

4. Was a police report filed? (Yes/No):

If yes, please provide the Case Number and Precinct Name:

Inventory of Stolen Items

Please list the primary items stolen. If you have original receipts, photos, or credit card statements, please attach copies to this form.

Item Description	Brand/Model	Approximate Age	Original Cost

Safety and Security

5. Were the premises/vehicle locked at the time of the incident?

6. Are there any witnesses or security camera footage available? [_____]

Declaration: I confirm that the information provided above is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Please return this form to: [Adjuster Name/Email/Address]

Sincerely,

[Your Name/Company Name]

[Contact Information]