

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Insurance Company Name]
[Claims Department Address]
[City, State, Zip Code]

RE: Notice of Theft Claim

Policy Number: [Your Policy Number]
Date of Loss: [Date the theft occurred]

To Whom It May Concern,

I am writing to formally file a claim for the loss of personal property due to a theft that occurred at my residence located at [Your Address] on [Date].

The incident was reported to the [Name of Police Department] on [Date]. The police report number is [Police Report Number]. I have attached a copy of the police report to this letter.

Below is a list of the items that were stolen:

- [Item 1 Name/Description] - [Approximate Value]
- [Item 2 Name/Description] - [Approximate Value]
- [Item 3 Name/Description] - [Approximate Value]

I have also enclosed [mention any other documents, e.g., receipts, photos, or credit card statements] to support the valuation of these items.

Please review this claim and inform me of the next steps in the process. I look forward to your prompt response regarding the settlement of this claim.

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosures: Police Report, Receipts, Photos