

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

[Date]

[Recipient Name or Insurance Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**Re: Notice of Claim for Property Damage**

**Date of Incident:** [Date of Loss]

**Claim Number:** [If applicable]

**Location of Damage:** [Address where damage occurred]

To Whom It May Concern,

This letter serves as formal notice of a claim for property damage involving my property located at [Address]. The damage occurred on [Date] at approximately [Time] due to [briefly state cause, e.g., a falling tree, vehicle collision, or water leak].

The following items or structures were damaged:

- [Item/Structure 1]
- [Item/Structure 2]
- [Item/Structure 3]

I have attached documentation to support this claim, including photographs of the damage, repair estimates, and receipts for temporary repairs made to prevent further loss. The estimated cost of repair or replacement is \$[Amount].

Please acknowledge receipt of this letter within [Number] business days. I look forward to your prompt investigation and a fair settlement of this claim.

Sincerely,

[Signature]

[Printed Name]

**Enclosures:**

- Photographs of damage
- Repair estimates
- Proof of ownership/Receipts