

Intimation of Claim Letter for Property Loss

To,

The Claims Manager

[Insurance Company Name]

[Branch Address]

[City, State, ZIP Code]

Date: [DD/MM/YYYY]

Subject: Intimation of Claim for Property Loss – Policy No. [Policy Number]

Dear Sir/Madam,

I am writing to formally intimate you regarding the loss of my property insured under the above-mentioned policy number. The details of the loss are as follows:

Policy Holder Name: [Your Name]

Property Address: [Full Address of Insured Property]

Date & Time of Loss: [DD/MM/YYYY, HH:MM AM/PM]

Cause of Loss: [Fire/Burglary/Natural Calamity/etc.]

Estimated Loss Value: [Estimated Amount]

The incident was reported to the local authorities and a copy of the complaint (FIR/Report No: [Number]) has been enclosed for your reference.

I kindly request you to process my claim at the earliest. Please let me know if any further information or documents are required. I am ready to cooperate with your surveyor or investigation team regarding this matter.

Thank you.

Yours sincerely,

[Your Name]

[Contact Number]

[Email Address]

Important Notes:

- Ensure all details and supporting documents (like FIR, photos of damage, receipts) are attached with the claim letter.
- Notify your insurer about the loss as soon as possible after the incident occurs.
- Keep copies of all correspondence related to your claim process.
- Review your policy to understand the claim procedure and exclusions.