

Sender's Name
Sender's Position
Sender's Company Name
Sender's Address
City, State, ZIP Code
Email: sender@email.com
Phone: (123) 456-7890

Date: June 27, 2024

Claims Department
Recipient's Insurance Company Name
Company Address
City, State, ZIP Code

Subject: Standard Loss Claim Notification Letter

Dear Sir/Madam,

I am writing to formally notify you of a loss and submit a claim under the policy referenced below:

Policy Number: [Policy Number]
Insured Name: [Insured's Name]
Date of Loss: [Date]
Type of Loss: [e.g., Fire, Theft, Damage, etc.]
Location of Loss: [Location Address]

The loss was discovered on [Date] and reported to the relevant authorities on [Date]. Please find attached copies of supporting documents, including the police report, photographs, and an initial estimate of damages.

Kindly acknowledge receipt of this notification and advise of any further information or forms required to process this claim. Please let me know if an inspection or further investigation is necessary.

I look forward to your prompt assistance in this matter.

Sincerely,
[Sender's Name]
[Sender's Position]
[Sender's Company Name]

- Ensure all required information is accurate and complete to avoid claim delays.
- Attach all supporting documents, such as police reports and photographs.
- Submit this notification as soon as possible after the loss is discovered.
- Retain a copy of this notification and all correspondence with the insurer.
- Follow up with the insurer if you do not receive an acknowledgment in a timely manner.