

# Theft Loss Claim Intimation Letter

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Contact Number]

Date: [DD/MM/YYYY]

To,  
The Claims Manager  
[Insurance Company Name]  
[Branch Address]  
[City, State, ZIP Code]

**Subject:** Intimation of Theft Loss Claim – Policy No: [Policy Number]

Dear Sir/Madam,

I am writing to formally intimate you regarding a theft that occurred on [Date of Incident] at my premises located at [Location/Address of Incident]. I am the policyholder of your company under the above-mentioned policy number.

Details of the loss are as follows:

**Date and Time of Theft:** [Insert Date and Time]  
**Description of Stolen Items:** [Brief Description]  
**Approximate Value:** [Value of Items]

The theft has been reported to the [Name of Police Station], and a copy of the FIR (First Information Report) is enclosed for your reference.

Kindly acknowledge receipt of this claim intimation and advise me on the next steps to process my claim at the earliest.

I assure you of my cooperation in providing any further information or documentation required for the assessment and settlement of the claim.

Thank you for your prompt attention.

Sincerely,  
[Your Name]  
[Signature if submitting hard copy]

## Important Notes:

- Attach a copy of the FIR or police intimation along with this letter.
- Keep all original bills, receipts, and evidence related to the stolen items.
- Intimate your insurer as soon as possible after discovering the theft.
- Ensure all provided details are accurate and verifiable.
- Follow up with your insurer for further documentation or inspection requirements.