

Lost Item Requisition Letter for Insurance Claim

Date: June 20, 2024

To,
The Claims Officer,
XYZ Insurance Company,
123 Main Street,
City, State ZIP

Subject: Request for Insurance Claim for Lost Item

Dear Sir/Madam,

I am writing to formally notify you regarding the loss of my personal property and to request an insurance claim under my policy (Policy No: ABC123456).

Details of the lost item:

- Item Name:** Apple MacBook Air 13"
- Model/Serial No.:** XYZ-987654321
- Date of Loss:** June 15, 2024
- Location of Loss:** Terminal A, City Airport
- Approximate Value:** \$1,200

The item was last seen at the airport during my check-in process. Despite my efforts to locate the laptop, it could not be recovered. I have attached a copy of the FIR lodged at the local police station for your reference.

I kindly request you to initiate the claim process and inform me if any further information or documentation is required.

Thank you for your prompt attention to this matter.

Sincerely,

Ravi Kumar
456 Park Avenue, City, State ZIP
Phone: (555) 123-4567
Email: ravi@email.com

Important Notes:

- Ensure all item details and policy number are accurately mentioned.
- Attach a copy of the police report (FIR) as evidence of loss.
- Include clear contact information for follow-up communication.
- Retain copies of all submissions and correspondence with the insurer.
- Submit the claim within the timeframe specified by your insurance policy.