

John Doe  
123 Main Street  
Springfield, XY 12345

June 11, 2024

Claims Department  
XYZ Insurance Company  
456 Insurance Avenue  
Springfield, XY 12345

**Subject: Insurance Claim Loss Explanation Letter (Policy No.: ABC-1234567)**

Dear Claims Manager,

I am writing to provide a detailed explanation regarding my recent insurance claim (Claim No.: XYZ-20240610) for the loss incurred on May 30, 2024. Please find the summary of the event and circumstances leading to the loss as follows:

On the morning of May 30, 2024, I returned home from work and discovered significant water damage in my living room and adjoining kitchen. Upon inspection, it was evident that a burst pipe had occurred beneath the kitchen sink. I immediately turned off the main water supply and contacted a licensed plumber, who confirmed that the pipe had deteriorated unexpectedly.

The water leak resulted in substantial damage to the wooden flooring, lower kitchen cabinets, and several electrical appliances. I have attached photographs of the affected areas, replacement estimates, and the plumber's written report for your review.

I have taken all reasonable measures to prevent further loss, including removing undamaged items from the affected area and arranging prompt professional assessment. Please let me know if any additional information or documentation is required to process my claim.

Thank you for your attention to this matter. I look forward to your prompt response regarding the status of my insurance claim.

Sincerely,

John Doe  
Phone: (555) 123-4567  
Email: johndoe@email.com

**Important Notes:**

- Include accurate details such as policy number, claim number, and date of loss.
- Be clear and concise in describing the events leading to the loss.
- Attach supporting documents (photos, repair estimates, professional reports).
- Mention preventative measures taken to limit further damage.
- Ensure your contact details are correct for correspondence.