

## DETAILED LOSS NOTIFICATION LETTER

Date: [Insert Date]  
To: [Insurance Company Name]  
Attn: [Claims Department / Adjuster Name]  
Policy Number: [Insert Policy Number]  
Insured Name: [Insert Full Name]  
Contact Information: [Insert Address, Phone, Email]

### LOSS DETAILS

**Type of Loss:** [Describe the type, e.g., Fire, Theft, Flood]

**Date & Time of Loss:** [Insert Date and Time]

**Location of Loss:** [Insert Full Address]

#### Description:

[Provide a detailed narrative of how the loss occurred, circumstances, and all relevant facts. Attach supporting documents if necessary.]

### DAMAGED / LOST PROPERTY DESCRIPTION

[List affected property or items. For each item, include: Description, Item/Serial Number, Date Purchased, Estimated Value, Supporting Evidence.]

### POLICE / REPORT INFORMATION (IF APPLICABLE)

**Reporting Authority:** [e.g., Police Department]

**Report Number:** [Insert Number]

**Date Reported:** [Insert Date]

### STEPS TAKEN AFTER LOSS

[Describe any immediate actions taken such as notifying authorities, securing the property, stopping further loss, etc.]

### CLAIM AMOUNT

[State the total estimated claim amount. Attach estimates or quotations if available.]

### DECLARATION

I hereby declare that the information provided in this letter and attached documents is true and accurate to the best of my knowledge.

Sincerely,

[Signature]

[Printed Name]

[Date]

### IMPORTANT NOTES

- Ensure all details are accurate, complete, and supported by documentation.
- Notify your insurer as soon as possible after a loss.
- Keep copies of this letter and all correspondence with your insurer.
- Attach photographs, receipts, and relevant reports when available.
- Failure to provide timely notification may affect claim acceptance.

