

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.

