

Property Damage Loss Notification Letter

Date: _____

To,

The Claims Manager

[Insurance Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: **Intimation of Property Damage and Loss - Policy No. [Policy Number]**

Dear Sir/Madam,

I am writing to formally notify you of damage to my property insured under Policy No. [Policy Number]. The incident occurred on [Date of Loss] at [Property Address]. The following is a brief description of the event and the damage sustained:

Incident Details:

Date & Time: _____

Location: _____

Nature of Damage: _____

Brief Description: _____

I have taken immediate steps to minimize further loss and have documented the damages with photographs and relevant records. The local authorities have also been notified (if applicable), and a copy of the report is attached for your reference.

Please register my claim and advise me on the necessary procedures for further assessment. I request an early inspection and settlement as per the terms and conditions of my policy.

Kindly acknowledge the receipt of this letter and let me know if any additional information or documentation is required from my end.

Sincerely,

[Your Name]

[Your Address]

[Contact Number]

[Email Address]

Important Notes:

- Notify your insurance provider of the damage as soon as possible.
- Provide accurate incident details and attach all relevant documentation (photos, police/fire report, etc.).
- Do not undertake major repairs before the insurer's inspection unless necessary for safety.
- Keep a copy of all correspondence and submitted documents.
- Review your policy terms to ensure compliance with notification requirements.

