

Theft Claim Loss Notification Letter

Date: _____

To,
The Claims Manager,

Insurance Company,

Subject: **Loss Notification for Theft Claim - Policy No.** _____

Dear Sir/Madam,

I am writing to formally notify you of the occurrence of theft, which has resulted in a loss insured under my policy with your company. The details of the incident are as follows:

Policy Holder Name: _____

Address: _____

Contact Number: _____

Policy Number: _____

Date and Time of Theft: _____

Location of Theft: _____

Brief Description of the Incident:

The incident has been reported to the local police station and a copy of the police report/FIR is enclosed for your perusal.

I kindly request you to process my claim for the above-mentioned loss at the earliest, as per the terms and conditions of my insurance policy. Please let me know if any further information or documentation is required.

Yours faithfully,

(Signature of Policyholder)

Name: _____

Important Notes:

- Always notify the insurance company as soon as possible after the theft incident.
- Attach a copy of the First Information Report (FIR) or police report with your claim.
- Provide complete and accurate information to avoid delays in claim processing.
- Keep copies of all submitted documents for your records.
- Review your policy terms to understand exclusions and claim requirements.