

# 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.