**[Your Name]**

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient Name]**

[Recipient Title]

[Insurance Company Name]

[Insurance Company Address]

[City, State ZIP Code]

Dear **[Recipient Name]**,

I am writing to file a formal claim with **[Insurance Company Name]** under my **[insert kind of insurance policy].** On **[Occurrence Date]**, **[briefly explain the incident, such as a home fire, automobile accident, theft, and so on]**. As a result of this occurrence, **[explain the damages, such as property damage, physical injuries, personal property loss, and so on].**

For your convenience, I have included pertinent paperwork and proof in this letter, including **[list any relevant papers, such as a police report, medical bills, repair estimates, and so on]**. I also reported the event to **[necessary authorities, such as the police, fire department, and so on]** and was given a report number **[report number]**.

I am requesting that **[Insurance Company Name]** accept full responsibility for the losses and pay me **[compensation/reimbursement]** to cover the cost of repairs and any additional damages incurred.

I appreciate your rapid response to this problem and hope to hear from you soon. If you want any further information or clarification, please do not hesitate to contact me.

Thank you for your attention and time.

Sincerely,

**[Your Name]**

[Phone Number]

[Email Address]

**Enclosures**: [List of enclosures, such as photographs of the damages, police report, medical bills, repair estimates, etc.]

**Cc**: [Name of any other parties that should be copied on the letter, such as your attorney]

**Note**: It is always advisable to keep all the records, evidence, and documents related to the incident, as it will help you to support your claim.