

Letter to Claim Insurance Due to a House Robbery

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

As your agent visited my house yesterday after the incident of robbery and did the necessary inspection, I am now writing to you to claim my insurance. As per the insurance policy, in the case of theft or robbery, the company is due to reimburse me 100%. I have attached all the necessary documents along with this claim form and thereby claiming my insurance. Kindly inform me in any other proof documents are required and I will dispatch them as soon as possible. I hope that the settlement will be made within this month. Thank you!

Sincerely,

[Your Name]

[Your Title] -Optional-