

Dear [Policyholder Name],

Welcome to [Insurance Company Name]! We are pleased to provide your renters insurance coverage under policy number [Policy Number].

While we hope you never experience a loss, we want to ensure you understand how to file a claim should the need arise. Please keep this guide for your records.

How to Start a Claim

- **Step 1:** Report any theft or vandalism to the police immediately.
- **Step 2:** Contact our Claims Department at [Phone Number] or visit [Website URL].
- **Step 3:** Take photos or videos of the damage or loss.
- **Step 4:** Prevent further damage (e.g., cover a broken window), but do not discard damaged items until an adjuster speaks with you.

What You Will Need

When filing, please have the following information ready:

- Your Policy Number.
- The date and time of the incident.
- A brief description of what happened.
- A list of damaged or stolen items.
- A copy of the police report (if applicable).

What Happens Next?

After you file, a claims representative will contact you within [Number] business days to review your coverage, discuss the repair or replacement process, and explain your deductible.

If you have any questions about your policy, please contact your agent at [Agent Phone Number].

Sincerely,

[Your Name/Company Name]

[Department Name]

[Contact Information]