

[Your Name]
[Your Phone Number]
[Your Email]
[Date]

[Insurance Company Name / Landlord Name]
[Address]
[City, State, Zip Code]

RE: Property Damage Assessment - [Property Address]

To Whom It May Concern,

I am writing to formally report property damage sustained at the above-mentioned address following the storm that occurred on [Date of Storm].

Upon conducting an initial assessment, I have identified the following areas of damage:

- [Damage Item 1: e.g., Roof leaks in master bedroom]
- [Damage Item 2: e.g., Broken window in living room]
- [Damage Item 3: e.g., Flooding in basement]
- [Damage Item 4: e.g., Fallen tree debris on garage]

I have attached photos and videos documenting the condition of the property for your records. I have also taken temporary measures to prevent further damage, such as [mention any tarps or boarding used].

Please let me know the next steps regarding a professional inspection and the filing of a formal claim. I am available to meet an adjuster at the property at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]