

[Your Name]  
[Your Address]  
[City, State, ZIP]  
[Email Address]  
[Phone Number]  
[Date]

[Insurance Company's Name]  
[Claims Department]  
[Insurance Company Address]  
[City, State, ZIP]

**Subject: Burglary Loss Notification – Policy No. [Policy Number]**

Dear Sir/Madam,

I am writing to officially notify you of a burglary that occurred at my insured property on [Date of Incident], located at [Property Address]. This notification is made in accordance with the terms and conditions of my property insurance policy bearing the number [Policy Number].

The incident was discovered at approximately [Time] on [Date], and the local authorities were immediately informed. A police report (Report No: [Police Report Number]) has also been filed.

A summary of the loss is provided below:

- Date and Time of Burglary: [Date and Time]
- Description of Property Lost or Damaged: [Brief Description]
- Estimated Value of Loss: [Amount]

Kindly advise me on the further procedures and documents required for processing my claim. Please acknowledge receipt of this notification at your earliest convenience.

Thank you for your attention to this matter.

Yours faithfully,

[Your Name]