

Date: _____
To,
The Manager,
[Insurance Company Name]
[Insurance Company Address]

Subject: Flood Damage Loss Notification Letter

Dear Sir/Madam,

I am writing to formally notify you of the flood damage that occurred at my insured property, as covered under Policy Number: _____. The incident took place on _____ (date), at my premises located at _____.

The flood was caused by _____ (briefly state cause, e.g., heavy rainfall, overflow of nearby river, etc.), and resulted in damage to the following:

- _____
- _____
- _____

Kindly initiate the claim process for the damages suffered. I have attached photographs and a preliminary list of losses for your reference. I request you to kindly arrange for a surveyor to assess the extent of damage at the earliest.

Please let me know of any further information or documentation required from my end.

Thank you for your prompt attention to this matter.

Yours faithfully,

[Your Name]
[Contact Details]
[Policy Number]