

From:  
[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]

To:  
[Recipient Name/Authority/Insurance Company]  
[Company/Office Name]  
[Address Line]  
[City, State, ZIP Code]

Date: [Insert Date]

**Subject: Notification of Burglary Loss**

Dear [Recipient Name],

I am writing to formally notify you about a burglary incident that occurred at my premises at [Address] on [Date and Time of Incident].

The burglary resulted in the loss and damage of the following items:

1. [Item 1: Description, Make, Model, Estimated Value]
2. [Item 2: Description, Make, Model, Estimated Value]
3. [Item 3: Description, Make, Model, Estimated Value]

The incident has been reported to the local police station (Report No.: [Police Report Number]) and a copy of the FIR is enclosed for your reference.

Kindly initiate the necessary process for the settlement of my claim as per the policy guidelines. Please let me know if any further documentation or clarification is required from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]