

Proof of Loss Template Instructions:

Below you will find a prepared proof of loss letter to assist you in submitting your claim information to your insurance carrier. It is important to note that each carrier does have their own requirements based on your specific policy; however, this will help you to start the process.

Download and complete the attached letter by adding your personal information and sending it in to your carrier. You will need to have the following information:

- Policyholder Name
- Policy Number
- Claim Number
- Date of loss
- Loss Location Address
- Supporting documentation including but not limited to: photos, videos, reports, information from any specialists that have been to the property, fire and/or police reports, etc. Including documentation can help provide your insurance provider with more information to resolve your claim.

As you are completing your proof of loss, if you have any questions or concerns you can reach out to us directly and one of our team members will be glad to assist you.

Pacific Public Adjusters
206-207-3072
Office@pacificpublicadjusters.com

Date:

Policy Holder:

Policy Number:

Claim Number:

Loss Location Address:

To Whom it May Concern,

I/We are sending in the attached Sworn Proof of Loss for the policy holder mentioned above. The policy number and claim number are notated for your reference. You will also find attached supporting documentation.

Please contact us should you have any questions or need any additional documentation. Our contact information is noted below for your reference.

We appreciate your help in getting this claim resolved, and we look forward to confirmation of your receiving this information at your earliest convenience.

Sincerely,

Email:

Phone Number:

List of supporting documents attached:

-
-
-
-
-
-
-