Date: 07/12/2016

Acme Corporation - 1 Main Street, New York, NY

Customer reference: 45362-TA

Claim Number: 123456  
Date of Loss: 01/01/2015  
Name of Insured: Will E Coyote  
Address of Insured Property: 742 Evergreen Terrace, Springfield

Dear Madam, Mister

The purpose of this letter is to request full reimbursement for my family's personal property that was destroyed 01/01/2015. The total value of the items that were deemed a total loss is $ 100000. As you know, we have answered every request for information from Acme Corporation. We have made the property available for inspection multiple times and cooperated fully in providing documentation of our losses.

We understand that Acme Corporation’s policy is to hold back full payment until after we replace each item and submit receipts. We have every intention of replacing all the items in our home to restore it as it was prior to 01/01/2015. Our personal belongings were in excellent condition at the time of the loss, and we have pictures to prove that Acme Corporation has applied excessive depreciation in calculating the actual cash value of our property.

We are anxious to put this painful experience behind us, get back into our home and restore our household. Having to continually submit receipts to your company and wait for full reimbursement for every purchase we make over the next year seems unfairly time-consuming and emotionally painful.

We are asking Acme Corporation to make a fair settlement offer on our personal property claim in the amount of the reasonable replacement value of our complete inventory list, less what we’ve already received. Please give this request full consideration and respond no later than 08/01/2016.

I look forward to Acme Corporation’s timely response. Thank you for your anticipated cooperation in this matter.

Sincerely,

John Doe