

## TEMPLATE LETTER TO EQC RE: EARTHQUAKE DAMAGED DRAINS

[Date]

[EQC address]

---

Dear EQC

**Re: [home owner name] / [home address]**

1. My name is [home owner name] and I am the owner of [home address].
2. My home was damaged in the Canterbury Earthquakes which commenced on 4 September 2010. I am now concerned that my home's drainage was damaged in the earthquakes and that it has not been assessed.
3. I confirm that to the best of my knowledge, a claim for drainage has not been settled for this property.
4. I am writing to lodge a claim for the drainage and ask that you please arrange an inspection of the drains.

***Yours sincerely***

***(signed)(print name also)***