

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Insurance Company Name]
[Claims Department Address]
[City, State, Zip Code]

Re: Instruction Letter for Property Damage Claim

Claim Number: [Insert Claim Number]
Policy Number: [Insert Policy Number]
Date of Loss: [Insert Date of Loss]
Property Address: [Insert Address of Damaged Property]

To [Name of Claims Adjuster or Claims Department],

I am writing to provide formal instructions and documentation regarding the property damage claim referenced above. This letter serves to ensure all communications and actions related to this claim are handled according to my preferences and policy requirements.

1. Communication Preference

Please direct all future correspondence regarding this claim to me via [Email/Certified Mail]. I request that all verbal agreements or settlement offers be followed up with a written confirmation for my records.

2. Scope of Damage

The damage to my property was caused by [Briefly state cause: e.g., Fire, Wind, Water pipe burst]. I have attached a preliminary list of damaged structures and personal items. Please notify me at least 24 hours in advance before sending any inspectors or adjusters to the property.

3. Mitigation and Repairs

I have taken the following steps to prevent further damage: [e.g., Tarping the roof, water extraction]. I instruct the insurance company to review the attached estimates from my chosen licensed contractor, [Contractor Name], prior to authorizing final repair amounts.

4. Request for Documentation

Please provide me with a complete copy of my insurance policy, including all declarations and endorsements. Additionally, please provide a blank "Proof of Loss" form if required for the processing of this claim.

5. Payment Instructions

All claim payments should be made payable to [Your Name/Both Spouses' Names]. If a mortgage company is required to be named on the check, please notify me immediately.

I look forward to a prompt and fair resolution of this claim. Please acknowledge receipt of this letter within [Number] business days.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

- Photos of damage
- Inventory list of personal property
- Contractor estimates
- Receipts for emergency repairs