

[Date]

[Policyholder Name]

[Business Name]

[Address Line 1]

[City, State, Zip Code]

Re: Acknowledgment of Commercial Liability Claim

Claim Number: [Insert Claim Number]

Policy Number: [Insert Policy Number]

Date of Loss: [Insert Date]

Dear [Name of Contact],

We have received the notice of your commercial liability claim regarding the incident mentioned above. This letter confirms that we are currently processing your claim.

Your assigned claims adjuster is [Adjuster Name]. They will be responsible for the investigation and evaluation of this matter. You can reach them directly at [Phone Number] or via email at [Email Address].

Next Steps:

- The adjuster will review the details of the incident.
- We may contact you to request additional documentation, photos, or statements.
- We will notify any involved third parties or their legal representatives as necessary.

Please refrain from discussing the details of this claim with outside parties or making any voluntary payments without consulting your adjuster first. Please forward any legal documents, summons, or additional correspondence you receive regarding this matter to us immediately.

We will provide you with updates as the investigation progresses. If you have any immediate questions, please contact our claims department.

Sincerely,

[Your Name/Signature]

[Title]

[Insurance Company Name]