

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

[Date]

[Claimant Name]
[Claimant Address]
[City, State, Zip Code]

Subject: Acknowledgment of Casualty Claim

Dear [Claimant Name],

We have received your notification regarding the casualty claim involving [Brief Description of Incident, e.g., property damage/personal injury] that occurred on [Date of Loss].

Your claim has been assigned the following reference number:

Claim Number: [Claim Number]

The assigned adjuster for your case is [Adjuster Name]. They are currently reviewing the information provided and will be your primary point of contact during the investigation. You can reach the adjuster directly at [Adjuster Phone Number] or [Adjuster Email].

Next Steps:

- An initial investigation will be conducted to determine coverage and liability.
- We may contact you to request additional documentation, photos, or a recorded statement.
- If applicable, an inspection of the damage will be scheduled.

Please include your Claim Number on all future correspondence to ensure timely processing. We appreciate your patience as we work to resolve this matter.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]