

[Adjuster Name]
[Insurance Company Name]
[Phone Number]
[Email Address]

[Date]

[Policyholder Name]
[Mailing Address]
[City, State, Zip Code]

Subject: Introduction Regarding Your Insurance Claim

Dear [Policyholder Name],

I have been assigned as the claims adjuster to assist you with your recent claim regarding [Brief Description of Loss/Event]. My goal is to help you navigate the claims process and ensure a timely resolution.

Claim Information:

- Claim Number: [Claim Number]
- Date of Loss: [Date of Incident]
- Policy Number: [Policy Number]

I am currently reviewing your file. To move forward, I will need to [Next Step: e.g., schedule an inspection / receive your photos / obtain a police report]. I will contact you within [Number] business days to discuss the details further.

If you have any immediate questions or additional documentation to provide, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Adjuster Signature]
[Adjuster Printed Name]
[Title/Department]