

Date: [Date]

Claim Number: [Claim Number]

Policy Number: [Policy Number]

Date of Loss: [Date of Loss]

Insured Name: [Insured Name]

Property/Loss Location: [Address of Loss]

Dear [Insured Name],

This letter is to inform you that we have received your insurance claim. We have assigned a dedicated claims adjuster to handle your file and assist you through the recovery process.

Your Assigned Adjuster:

- **Name:** [Adjuster Name]
- **Phone Number:** [Adjuster Phone Number]
- **Email Address:** [Adjuster Email Address]
- **Office Hours:** [Office Hours]

The adjuster will contact you shortly to discuss the details of your claim, schedule an inspection if necessary, and explain the next steps in the evaluation process. In the meantime, please keep all receipts, photos of damage, and relevant documentation organized for review.

If you have any urgent questions before your adjuster reaches out, please contact our general claims department at [General Phone Number].

Thank you for choosing [Insurance Company Name]. We are committed to processing your claim as efficiently as possible.

Sincerely,

[Sender Name]

[Sender Title]

[Insurance Company Name]