

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

[Date]

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

Re: Notice of Assigned Adjuster
Claim Number: [Claim Number]
Policy Number: [Policy Number]
Date of Loss: [Date of Loss]

Dear [Policyholder Name],

We have received your property claim regarding the loss that occurred on [Date of Loss]. This letter is to inform you that a dedicated claims adjuster has been assigned to handle your file.

Your assigned adjuster is: **[Adjuster Name]**

Please use the following information to contact your adjuster directly regarding the status of your claim, to submit documentation, or to schedule an inspection:

- Direct Phone: [Adjuster Phone Number]
- Email Address: [Adjuster Email Address]
- Office Hours: [Adjuster Working Hours]

Your adjuster will be contacting you shortly to discuss the next steps in the evaluation process. When calling or sending correspondence, please have your claim number ([Claim Number]) ready to ensure we can assist you promptly.

Thank you for your patience as we work to resolve this matter.

Sincerely,

[Sender Name]
[Title/Department]
[Company Name]