

[Date]

[Policyholder Name]

[Property Address]

[City, State, Zip Code]

Subject: Welcome - Claim Number: [Claim Number]

Dear [Policyholder Name],

I have been assigned as your dedicated claims adjuster regarding the loss reported on [Date of Loss]. My goal is to assist you through the recovery process and ensure your claim is handled efficiently.

Next Steps:

- **Inspection:** I will contact you within [Number] hours to schedule a property inspection.
- **Documentation:** Please begin gathering photos of the damage and a list of impacted personal items.
- **Mitigation:** Take necessary steps to prevent further damage, but please do not dispose of any damaged items until they have been inspected.

I have enclosed a copy of your policy's "Duties After a Loss" for your review. If you have any immediate questions or need to submit documents, you can reach me directly using the contact information below.

Sincerely,

[Adjuster Name]

[Insurance Company Name]

[Phone Number]

[Email Address]