

[Date]

[Insured Name]
[Company Name]
[Address Line 1]
[City, State, Zip Code]

Re: Notice of Assignment and Introduction

Claim Number: [Claim Number]
Policy Number: [Policy Number]
Date of Loss: [Date of Loss]
Type of Loss: [Loss Type/Description]

Dear [Insured Name],

I have been assigned as the Commercial Claim Adjuster for the loss referenced above. The purpose of this letter is to introduce myself and provide you with my direct contact information to ensure efficient communication throughout the claims process.

My role is to investigate the facts of the loss, evaluate the damages to your commercial property/business, and determine the coverage available under your policy. I am currently reviewing the initial report and any documentation submitted thus far.

Next Steps:

- I will contact you by [Time/Date] to schedule a formal inspection of the premises.
- Please begin gathering supporting documentation, including invoices, repair estimates, and inventory logs.
- Please take necessary steps to mitigate further damage, as required by your policy.

If you have any immediate questions or additional information regarding this claim, please contact me directly using the information below:

Contact Information:

Name: [Adjuster Name]
Direct Phone: [Phone Number]
Email: [Email Address]
Office Hours: [Hours of Operation]

I look forward to working with you to resolve this matter as quickly as possible.

Sincerely,

[Adjuster Signature]

[Adjuster Name]

[Title]

[Insurance Company Name]