

[Date]

[Policyholder Name]

[Property Address]

[City, State, Zip Code]

**RE: Claim Number: [Claim Number]**

**Date of Loss: [Date of Loss]**

**Policy Number: [Policy Number]**

Dear [Policyholder Name],

My name is [Adjuster Name] and I have been assigned as the field adjuster to assist you with your insurance claim resulting from the recent [Type of Catastrophe, e.g., Hurricane/Wildfire/Flood].

I understand this is a difficult time, and my goal is to process your claim as quickly and efficiently as possible. I will be responsible for inspecting the damage to your property, reviewing your policy coverage, and preparing an estimate for repairs.

**Next Steps:**

- **Inspection:** I will contact you via phone or text within [Number] hours to schedule a date and time to inspect your property.
- **Documentation:** If possible, please have a list of damaged items and any photos taken immediately after the event ready for our meeting.
- **Mitigation:** Please take necessary steps to prevent further damage to your property (such as tarping a roof or drying out water), and keep all receipts for these emergency repairs.

If you have any immediate questions, please feel free to reach me at [Phone Number] or via email at [Email Address].

Thank you for your patience as we work to resolve your claim.

Sincerely,

[Adjuster Name]

[Title]

[Insurance Company/Independent Firm Name]