

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

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 your Field Claim Adjuster regarding the recent loss reported at your property. My role is to inspect the damage, review your policy coverage, and assist you through the estimation and repair process.

I would like to schedule a time to visit your property to perform a detailed inspection. I will be contacting you shortly at [Phone Number] to coordinate a date and time that works for you.

In the meantime, please take the following steps to help expedite your claim:

- Take photos or video of all damaged areas and items.
- Protect the property from further damage (e.g., covering broken windows or leaking roofs).
- Keep receipts for any emergency repairs or temporary living expenses.
- Do not discard any damaged property until I have had the chance to inspect it.

If you have any immediate questions, please feel free to contact me directly using the information below.

Sincerely,

[Adjuster Name]

Field Claim Adjuster

[Company Name]

[Phone Number]

[Email Address]