

[Adjuster Name]
[Insurance Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Claimant Name]
[Claimant Address]
[City, State, Zip Code]

Re: Notice of Representation and Claim Introduction

Claim Number: [Claim Number]
Policy Number: [Policy Number]
Insured Party: [Insured Name]
Date of Loss: [Date of Incident]

Dear [Claimant Name],

Please be advised that I have been assigned as the Liability Claim Adjuster responsible for the investigation and handling of the claim referenced above. I am writing to introduce myself and to outline the next steps in the evaluation process.

My role is to conduct a thorough investigation into the facts surrounding the incident to determine liability and evaluate any damages. To assist in this process, please provide any supporting documentation you may have, such as:

- Photographs of the scene or property damage
- Witness contact information
- Police or incident reports
- Itemized repair estimates or medical bills

I will be contacting you shortly to discuss the details of the event. If you are represented by legal counsel regarding this matter, please provide this letter to your attorney and have them contact me directly so that I may update my records.

Should you have any immediate questions, please feel free to contact me at [Adjuster Phone Number] between the hours of [Business Hours].

Sincerely,

[Signature]

[Adjuster Name]

[Title]

[Insurance Company Name]