

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Adjuster Name]
[Insurance Company Name]
[Insurance Company Address]

RE: Claim Status Update and Inventory Schedule Request

Claim Number: [Insert Claim Number]
Date of Loss: [Insert Date of Theft]

Dear [Adjuster Name],

I am writing to formally request a status update regarding my theft loss claim referenced above. It has been [Number] days since the initial report was filed, and I would appreciate an update on the progress of your investigation and the anticipated timeline for settlement.

Additionally, please provide a formal Proof of Loss form or the specific Inventory Schedule template required by your company. I am currently compiling a detailed list of the stolen items, including descriptions, approximate dates of purchase, and replacement values, and I wish to ensure the information is submitted in your preferred format to avoid processing delays.

Please let me know if there are any further documents, such as police reports or original receipts, that you require from my end at this stage.

I look forward to hearing from you by [Date]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]