

[Company Name]
[Claims Department Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Policyholder Name]
[Mailing Address]
[City, State, Zip Code]

RE: Notice of Claim Receipt

Claim Number: [Claim Number]
Policy Number: [Policy Number]
Date of Loss: [Date of Incident]
Property Address: [Damaged Property Address]

Dear [Policyholder Name],

We have received your homeowners insurance claim regarding the property damage reported on [Date Reported]. We have begun the initial processing of your file.

Your claim has been assigned to the following Adjuster:

- Adjuster Name: [Adjuster Name]
- Adjuster ID: [ID Number]
- Phone: [Direct Phone Number]
- Email: [Email Address]

Next Steps:

1. Your adjuster will contact you within [Number] business days to discuss the details of the loss.
2. If necessary, an inspection of the property will be scheduled to assess the extent of the damage.
3. Please protect your property from further damage by making temporary repairs if safe to do so. Keep all receipts for materials and emergency services.

Required Documentation:

Please begin gathering photos of the damage, lists of damaged personal property, and any repair estimates you may have already received. Do not discard any damaged items until they have been inspected by our representative.

You can track the status of your claim through our online portal at [Website URL] using your claim number.

Sincerely,

[Adjuster Name or Claims Department]

[Company Name]