

**Date:** [Insert Date]

[Insured Name]

[Insured Address]

[City, State, Zip Code]

**Re: Notice of Investigation**

- **Claim Number:** [Insert Claim Number]
- **Policy Number:** [Insert Policy Number]
- **Date of Loss:** [Insert Date of Loss]
- **Property Location:** [Insert Property Address]

Dear [Insured Name],

We have received your report regarding property damage at the location listed above. This letter is to formally notify you that [Insurance Company Name] has initiated an investigation into this claim.

To process your claim accurately, we have assigned an adjuster to evaluate the extent of the damage and determine coverage under the terms of your policy. Your assigned adjuster is:

**Adjuster Name:** [Insert Name]

**Phone:** [Insert Phone Number]

**Email:** [Insert Email Address]

**Next Steps:**

- Our adjuster will contact you within [Number] business days to schedule a site inspection.
- Please take reasonable steps to prevent further damage to the property.
- Retain all damaged materials and save receipts for any emergency repairs already performed.
- Prepare a list of damaged business personal property or equipment for our review.

Please note that the issuance of this letter and the commencement of our investigation do not constitute an admission of liability or a guarantee of coverage. We reserve all rights and defenses under the insurance policy and applicable law.

If you have any immediate questions, please contact us at the information provided above.

Sincerely,

[Your Name/Signature]

[Your Title]

[Insurance Company Name]