

[Date]

[Policyholder Name]

[Address Line 1]

[City, State, Zip Code]

RE: Notice of Claim Investigation

Claim Number: [Claim Number]

Policy Number: [Policy Number]

Date of Loss: [Date of Event]

Type of Event: [Event Type - e.g., Hurricane, Tornado, Flood]

Dear [Policyholder Name],

We have received notice of your claim regarding damages sustained during the recent catastrophic weather event. We understand this is a difficult time, and we are initiating an investigation to evaluate the extent of the loss covered under your policy.

As part of this process, we have assigned an adjuster to your file. Their contact information is listed below:

Adjuster Name: [Adjuster Name]

Phone Number: [Phone Number]

Email: [Email Address]

Next Steps:

- **Inspection:** An adjuster will contact you shortly to schedule an on-site inspection of the property.
- **Documentation:** Please maintain a list of damaged items and take photographs or video of the damage before making any emergency repairs.
- **Mitigation:** You are encouraged to take reasonable steps to prevent further damage (such as covering broken windows or leaking roofs). Please keep receipts for any temporary repair expenses.

Please be advised that this letter is an acknowledgment of your claim and the start of our investigation. It is not an admission of liability or a guarantee of payment. All rights and defenses under the policy remain reserved.

If you have any immediate questions, please contact your assigned adjuster or our claims department at [Company Phone Number].

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]