[Date]

[Policyholder Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Re: Claim Number: [Claim Number]

Dear [Policyholder Name],

This letter is to confirm that your field inspection appointment has been rescheduled. Our adjuster will now visit your property to assess the reported damage at the following time:

- **New Inspection Date:** [New Date]
- **Arrival Window:** [Start Time] - [End Time]
- **Field Adjuster Name:** [Adjuster Name]
- **Adjuster Phone Number:** [Adjuster Phone]

If you have any documentation, receipts, or photos related to the claim, please have them ready for the adjuster at the time of the inspection. An adult authorized to provide access to all areas of the property must be present.

If you need to change this appointment again or have any questions, please contact us as soon as possible at [Contact Phone Number] or by email at [Contact Email].

Thank you for your cooperation and patience.

Sincerely,

[Sender Name]
[Company Name]