[Current Date]

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

Re: Claim Number: [Claim Number]
Date of Loss: [Date of Loss]
Policy Number: [Policy Number]

Dear [Policyholder Name],

My name is [Adjuster Name], and I am an Independent Field Adjuster assigned to assist [Insurance Company Name] with the inspection of your recent property claim.

The purpose of my visit is to inspect the reported damages, take photographs, and gather necessary measurements to prepare an estimate for your insurance carrier.

I have scheduled your inspection for the following time:

Date: [Inspection Date]
Time: [Inspection Time]

If you need to reschedule this appointment, please contact me as soon as possible at [Adjuster Phone Number] or via email at [Adjuster Email Address].

Please ensure that all areas of damage are accessible at the time of the inspection. If the damage is interior, an adult over the age of 18 must be present to allow entry to the property.

Thank you for your cooperation.

Sincerely,

[Adjuster Name]
Independent Field Adjuster
[Adjusting Firm Name]