[Date]

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

Re: Claim Number: [Claim Number]

Dear [Policyholder Name],

Following the recent [Type of Event, e.g., Hurricane/Flood/Storm], I have been assigned as the Field Adjuster to inspect the damage to your property on behalf of [Insurance Company Name].

I have scheduled your inspection for the following time:

Date: [Date of Inspection]
Estimated Arrival Window: [Time Range, e.g., 9:00 AM - 11:00 AM]

To ensure a thorough inspection, please note the following:

- An adult (18 years or older) must be present at the property.
- Please ensure all damaged areas are accessible, including attics, crawlspaces, or outbuildings.
- Have a list of damaged items and any emergency repair receipts ready for review.
- For safety, please secure any pets during the visit.

If you need to reschedule or have any questions, please contact me directly at [Phone Number] or [Email Address].

Thank you for your cooperation as we work to process your claim.

Sincerely,

[Adjuster Name]
[Adjuster License Number]
[Company Name/Firm Name]