[Date]

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

Re: Claim Number: [Claim Number]

Dear [Insured Name],

My name is [Adjuster Name] and I have been assigned as the Field Adjuster to inspect the flood damage to your property on behalf of [Insurance Company Name].

I have scheduled your inspection for the following time:

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

To ensure a thorough inspection, please have the following items ready:

- Access to all damaged areas of the property.
- A list of damaged personal property items.
- Photos or videos of the standing water or initial damage (if available).
- Contractor estimates or repair receipts already obtained.

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

I look forward to assisting you with your claim.

Sincerely,

[Adjuster Name]
[Adjuster Title]
[Insurance Company/Adjusting Firm]