[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Update on Property Damage Assessment - [Property Address/Claim Number]

Dear [Recipient Name],

We are writing to provide you with an update regarding the ongoing damage assessment for the property located at [Property Address].

Our team/adjuster visited the site on [Date of Inspection] to evaluate the extent of the damage caused by [Cause of Damage, e.g., flooding, fire, storm].

Current Status:

- **Assessment Progress:** [e.g., 75% Complete / Pending Specialist Review]
- **Findings to Date:** [Briefly list key areas inspected, e.g., structural integrity, electrical systems, interior finishes].
- **Pending Actions:** [e.g., Awaiting contractor quotes / Waiting for laboratory results].

At this stage, we estimate that the final assessment report will be completed by [Expected Date]. Once finalized, we will provide you with a detailed breakdown of the required repairs and the estimated costs.

If you have any immediate questions or additional documentation to provide, please contact us at [Phone Number] or [Email Address].

Thank you for your patience during this process.

Sincerely,

[Your Name]
[Your Title]
[Company Name]