

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Re: Notice of Claim Delay - Field Adjuster Assignment

Claim Number: [Claim Number]

Policy Number: [Policy Number]

Date of Loss: [Date of Loss]

Dear [Policyholder Name],

We are writing to provide you with an update regarding the status of your insurance claim. We understand the importance of resolving this matter promptly; however, we require additional time to complete the field inspection portion of our investigation.

Currently, there is a delay in assigning a field adjuster to visit your property due to [Reason for Delay, e.g., high claim volume in your area / severe weather conditions / limited adjuster availability].

We are working diligently to assign an inspector to your file. Once an adjuster is assigned, they will contact you directly at [Phone Number] to schedule a date and time for the inspection. We anticipate an adjuster will be assigned within [Number] business days.

In the meantime, please take necessary steps to prevent further damage to your property. Keep all receipts for any temporary repairs or emergency mitigation services performed.

If you have any questions or have urgent information to share, please contact me at [Phone Number] or via email at [Email Address].

Thank you for your continued patience.

Sincerely,

[Adjuster Name]

[Company Name]

[Department]