

[Date]

[Policyholder Name]

[Policyholder Address]

[City, State, Zip Code]

Re: Notice of Processing Delay

Claim Number: [Claim Number]

Date of Loss: [Date of Loss]

Property Location: [Property Address]

Dear [Policyholder Name],

We are writing to provide an update regarding the status of your insurance claim. At this time, your claim remains in a pending status as we await the final estimate from your contractor, [Contractor Name/Company].

To move forward with the adjustment and settlement of your claim, we require a detailed, itemized breakdown of the proposed repairs. Once this documentation is received and reviewed by our adjusting team, we will contact you regarding the next steps in the payment process.

We recommend that you contact your contractor directly to ensure they have submitted the necessary paperwork to our office. They may send the estimate via email to [Email Address] or fax it to [Fax Number].

If you have already provided this information or if you have any questions, please contact me at [Phone Number] or [Email Address].

Thank you for your patience and cooperation.

Sincerely,

[Adjuster Name]

[Title]

[Insurance Company Name]