

[Date]

[Claimant Name]

[Claimant Address]

[City, State, Zip Code]

Subject: Acknowledgment of Property Damage Claim Appeal

Claim Number: [Insert Claim Number]

Property Location: [Insert Property Address]

Dear [Claimant Name],

This letter is to formally acknowledge that we have received your appeal request dated [Date of Appeal Letter] regarding the property damage claim referenced above.

We understand that you are disputing the previous decision made on [Date of Original Decision]. Our appeals committee will conduct a thorough review of your file, including any new documentation or evidence you have provided.

The review process typically takes [Number] business days. Once a final determination has been reached, we will notify you in writing regarding the outcome of your appeal.

If you have additional information to submit while the review is pending, please contact us at [Phone Number] or [Email Address] and reference your claim number.

Thank you for your patience during this process.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]