

[Date]

[Policyholder Name]

[Address]

[City, State, Zip Code]

Subject: Next Steps for Your Property Damage Claim - Claim #[Claim Number]

Dear [Policyholder Name],

We have received your homeowners property damage claim regarding the incident on [Date of Loss]. To ensure your claim is processed efficiently, please follow the next steps outlined below:

1. Document the Damage

Before making any repairs, take clear photos and videos of all damaged property and structural areas. Keep a detailed list of damaged personal items, including their age and estimated value.

2. Prevent Further Damage

Take reasonable steps to protect your property from further harm (such as covering a broken window or tarping a roof). Please keep receipts for any materials purchased for emergency temporary repairs.

3. Adjuster Inspection

An insurance adjuster will contact you within [Number] business days to schedule an on-site inspection. Please ensure someone is available to provide access to the property.

4. Provide Repair Estimates

If you have already obtained quotes from licensed contractors, please forward copies to your claims handler at [Email Address].

5. Review Your Policy

We recommend reviewing your policy documents to understand your coverage limits and deductible. Your deductible will be applied to the final settlement amount.

If you have any questions, you can contact your claims representative, [Adjuster Name], directly at [Phone Number].

Sincerely,

[Your Name/Company Name]

[Claims Department]

[Contact Information]