[Date]

[Policyholder Name]
[Address Line 1]
[Address Line 2]

Subject: Introducing Your Online Claim Tracking Portal

Dear [Policyholder Name],

We are pleased to introduce our new Online Claim Tracking Portal, designed to provide you with real-time updates on your recent claim: **[Claim Number]**.

Through this secure portal, you can:

- View the current status of your claim.
- Upload required documents and photos instantly.
- Communicate directly with your assigned adjuster.
- Review payment history and settlement details.

How to Access Your Account:

Website: [URL Link]
Username: [Username/Email]
Temporary Password: [Temporary Password]

For your security, you will be prompted to change your password upon your first login. If you have any questions or require technical assistance, please contact our support team at [Phone Number] or [Email Address].

Thank you for choosing [Company Name].

Sincerely,

[Sender Name]
[Title]
[Company Name]