[Date]

[Guest Name]
[Guest Address]
[City, State, Zip Code]

Re: Acknowledgment of Liability Protection Claim

Claim Number: [Claim Number]
Property Address: [Property Address]
Date of Incident: [Date of Incident]

Dear [Guest Name],

We are writing to acknowledge receipt of your liability protection claim regarding the incident that occurred during your stay at the vacation property mentioned above.

This letter confirms that we have officially opened a file for this claim. Our team is currently reviewing the documentation provided, including the incident report and any supporting evidence. We may contact you shortly if additional information or a formal statement is required to complete our assessment.

Please note that this letter is an acknowledgment of receipt and does not constitute an admission of liability or a guarantee of coverage. Your claim will be processed in accordance with the terms and conditions of the vacation property's liability protection policy.

If you have any questions or need to submit further documentation, please contact our claims department at [Phone Number] or via email at [Email Address], referencing your claim number.

Thank you for your patience during this process.

Sincerely,

[Your Name/Signature]
[Title/Company Name]
[Contact Information]