[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Insurance Company Name]
[Adjuster's Name, if known]
[Claims Department Address]
[City, State, Zip Code]

Re: Letter of Instruction to Schedule Property Damage Inspection
Claim Number: [Insert Claim Number]
Policy Number: [Insert Policy Number]
Date of Loss: [Insert Date of Incident]
Property Address: [Insert Address of Damaged Property]

Dear [Adjuster Name or Claims Department],

I am writing to formally request the scheduling of a physical inspection for the property damage reported under the above-referenced claim. The damage was caused by [briefly state cause, e.g., wind, fire, water leak] and requires a professional assessment to determine the full scope of repairs needed.

Please contact me at your earliest convenience to coordinate a date and time for the field adjuster to visit the property. I would like to be present during the inspection to point out specific areas of concern and provide access to the interior/exterior of the premises.

The following time slots work best for my schedule, though I will try to accommodate your availability:
- [Option 1: e.g., Monday morning]
- [Option 2: e.g., Wednesday afternoon]

In the meantime, I have taken steps to mitigate further damage as required by my policy. I look forward to hearing from you within [Number, e.g., 48] hours to confirm the inspection details.

Sincerely,

[Your Signature]

[Your Printed Name]