

{Date}

{Adjuster's Name}

{Insurance Company Name}

{Insurance Company Address}

{City, State, Zip Code}

Re: For Settlement Purposes Only

{Name of Insured}

{Address of Insured Property}

Dear {Mr./Mrs./Ms. Last Name},

I am writing to request full reimbursement for my {type of property}, which is insured under {insurance policy details}. The {property name} was destroyed on {date} when {explain event that led to the destruction}. It was in {good/very good/excellent condition} at the time of the incident.

I am making the property fully available for investigation and I have attached {relevant documents}. As per the initial assessments, the total value of loss is {amount}. I am requesting that {insurance company name} make a fair settlement offer in the amount of {amount}.

Kindly respond to this request no later than {reasonable deadline}. I am available to answer any questions you may have through {contact information}.

Thank you for your prompt attention to this matter.

Sincerely,

{Your Name}

{Your Signature}