

Introduction of Claims Adjuster

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

I hope this message finds you well. My name is [Your Name], and I am a claims adjuster with [Company Name]. I have been assigned to assist you with your recent claim filed on [Date of Claim].

My primary goal is to ensure that your claim is handled promptly and fairly. I will be your main point of contact throughout this process and will keep you informed at every stage. Should you have any questions or need assistance, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation, and I look forward to working with you.

Sincerely,

[Your Name]
Claims Adjuster
[Company Name]
[Company Phone Number]
[Company Address]