

Appointment Request for Fire Damage Adjuster

Date: [Insert Date]

To: [Adjuster's Name]

[Adjuster's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Adjuster's Name],

I hope this message finds you well. I am writing to formally request an appointment for a fire damage assessment at my property located at [Property Address]. The fire incident occurred on [Date of Incident], and I believe an assessment is necessary to evaluate the damages and discuss the next steps regarding my claim.

Could you please let me know your availability for an appointment? I am flexible with timings and can adjust my schedule to accommodate your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]