

Auto Insurance Adjustment Meeting

Date: [Insert Date]

To: [Claim Adjuster's Name]

[Insurance Company Name]

[Company Address]

Dear [Claim Adjuster's Name],

I hope this letter finds you well. I am writing to confirm our scheduled meeting regarding the adjustment of my auto insurance claim (Claim Number: [Insert Claim Number]).

The meeting is set for [Insert Date and Time] at [Insert Location/Platform]. The purpose of this meeting is to discuss the details of my claim and any necessary adjustments that may be required.

Please let me know if any additional documentation is needed prior to our meeting. I appreciate your attention to this matter and look forward to our discussion.

Thank you for your time.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]