

# Request for Insurance Evaluation Report

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Adjuster or Contact Name],

I am writing to formally request an evaluation report for our business interruption insurance policy, policy number [Insert Policy Number]. Due to [briefly explain the reason for the request, e.g., recent events affecting operations], it is essential for us to assess the impact on our business operations and the necessary coverage.

We kindly ask that you provide a detailed evaluation report that includes:

- Assessment of the financial impact of the interruption.
- Estimated duration of potential disruptions.
- Recommendations for coverage adjustments, if necessary.

Please let us know if you require any additional information or documentation to facilitate this request. We appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]