

# Insurance Evaluation Report Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Adjuster's Name],

I am writing to formally request an insurance evaluation report regarding the property damage sustained at my property located at [Property Address] on [Date of Incident]. The incident has resulted in significant damage, and I believe it is necessary to assess the extent of the losses for proper resolution of my claim.

Please find the details of my insurance policy below:

- Policy Number: [Insert Policy Number]
- Claim Number: [Insert Claim Number]

I would appreciate your prompt attention to this matter and request that you send the evaluation report at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]