

HOA Insurance Claim Processing Update

Date: [Insert Date]

To: [Homeowner's Name]

Address: [Homeowner's Address]

Dear [Homeowner's Name],

We are writing to provide you with an update regarding your insurance claim (Claim Number: [Insert Claim Number]) submitted on [Insert Submission Date]. Our team has been diligently reviewing the details surrounding your claim.

As of today, we have completed the initial assessment and have submitted all required documentation to the insurance carrier. We expect to receive feedback from them within the next [Insert Time Frame, e.g., 7-10 business days].

Please rest assured that we are working to expedite this process and will notify you as soon as we receive any updates. Your understanding and cooperation during this time is greatly appreciated.

If you have any questions or need further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

Homeowners Association