

Insurance Proceeds Disbursement Letter

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]

Subject: Disbursement of Insurance Proceeds for Property Damage

Dear [Insurance Adjuster/Claims Department],

We are writing to formally acknowledge the disbursement of insurance proceeds related to the property damage claim filed under policy number [insert policy number], for the property located at [insert property address].

The agreed-upon amount of \$[insert amount] will assist us in covering the necessary repairs and restoration needed due to the damages sustained from [briefly describe the incident, e.g., fire, flood, etc.].

Please confirm the processing of this disbursement and provide any additional instructions if further action is required on our part.

Thank you for your prompt attention to this matter. We appreciate your support during this time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]