

Property Damage Evaluation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an evaluation regarding the property damage sustained at [Property Address] on [Date of Incident]. The damage includes [brief description of damages].

Attached to this letter are relevant photographs, reports, and any other documentation that may assist in your evaluation of the damage.

I appreciate your prompt attention to this matter and look forward to your assessment. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]