

Notification of Property Damage Assessment

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you regarding the recent damage assessment conducted at [Property Address or Description of Property]. Our team performed a thorough evaluation on [Date of Assessment] to determine the extent of the damage.

The following key points summarize the findings:

- [Description of Damage 1]
- [Description of Damage 2]
- [Description of Damage 3]

Please be informed that a detailed report will be sent to you within [timeframe for report]. We recommend scheduling a follow-up meeting to discuss the necessary actions moving forward.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]