

Property Damage Assessment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Agency Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request an assessment of property damage that occurred at [Property Address] on [Date of Incident]. The damages are substantial and require immediate attention to evaluate the extent of the repairs needed.

Please find enclosed supporting documentation, including photographs and a detailed description of the damages. I would appreciate it if you could schedule an assessment at your earliest convenience.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]