

Property Damage Evaluation Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you that we will be conducting a property damage evaluation at [Property Address] on [Evaluation Date]. This evaluation is necessary to assess the extent of the damages reported and to proceed with the necessary claims process.

Please ensure that you are available on the scheduled date to provide access to the property. If you have any documentation relevant to the damages, such as photographs or repair estimates, we would appreciate your cooperation in sharing this information during the evaluation.

If you have any questions or require rescheduling, please contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]