

Request for Property Damage Assessment

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request an assessment of the damage sustained to my property located at [Property Address]. The damage occurred on [Date of Incident] due to [briefly explain the cause of damage].

Please let me know a convenient time for your team to conduct the assessment. I appreciate your prompt attention to this matter and look forward to your reply.

Thank you for your assistance.

Sincerely,
[Your Name]