

[Sample Letter Requesting Inspection, Scoping and Remediation Plan for Wildfire Damaged Structure](#)

NOTE: The sample letter below must be customized to the facts of your individual situation and claim. All portions that are in parentheses and/or underlined must be completed or revised and anything in italics should be removed before you send it. ([PRINT THIS DOCUMENT AS A PDF](#))

[Date]

[Name of adjuster or higher-ranking ins. co. employee]

[Name of Insurance Co.]

[Address]

Re: Claim Number: _____

Date of Loss: _____

Name of Insured: _____

Address of Insured Property: _____

Dear _____,

On [date], our insured home experienced [smoke damage or other type of damage] as a direct result of its proximity to [name of disaster]. We are continuing to do our best to document this loss and cooperate with your company to reach a fair and full settlement. We are writing to request that your company arrange for our wildfire damaged home to be thoroughly inspected and assessed, document (scope and estimate) the damage and develop a detailed remediation plan for restoring the home to its pre-loss condition.

We are requesting that the inspection and assessments be conducted by one or more licensed professionals, such as a contractor, structural engineer, and/or a certified industrial hygienist. We are



requesting that the documentation (scoping and estimating) of the damage include a line-item description and cost estimate of work to be completed in each room as part of the restoration process.

Thank you in advance for agreeing to pay for the necessary inspections, assessments, scoping, estimating and repair work that will return our home to a safe and habitable, pre-loss condition.

Sincerely,

[YOUR NAME]

[MAILING ADDRESS]

The information presented in this publication is for general informational purposes, and is not a substitute for legal advice. If you have a specific legal issue or problem, United Policyholders recommends that you consult with an attorney. Guidance on hiring professional help can be found in the “Find Help” section of www.uphelp.org. United Policyholders does not sell insurance or certify, endorse or warrant any of the insurance products, vendors or professionals identified at our website.

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Source: <https://uphelp.org/claim-guidance-publications/sample-letter-requesting-scope-and-remediation-for-partial-losses/>

Date: April 1, 2025