



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

(Date)

(Name of adjuster or highest-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]*, my insured home was damaged due to *[damaging event or name of disaster]*. The damage includes *[describe generally, i.e., water, tree fell on house, fire, how close and hot the fire was, charring, a few examples of the damage]*.

We are continuing to do our best to document the damage and cooperate with your company to get the home professionally inspected and assessed and restored to a safe, habitable, pre-loss condition.

We have reason to believe the home has not been adequately cleaned or thoroughly restored and/or that there remain health hazards in the home due to *[damaging event or name of disaster]*. [NOTE: If you have evidence/documents/reports/photographs that support your position, describe and/or include copies with your letter]

We are writing to request that our home be re-inspected *[and re-tested]*. We request that one or more qualified and licensed professionals conduct appropriate testing and inspections and provide detailed documentation of the damage, necessary additional restoration/remediation and a line-item estimate of work that still needs to be completed. We expect your company to cover all costs associated with the re-inspections, re-testing and restoration work.



Thank you in advance.

Sincerely,

YOUR NAME

SAMPLE