

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

[Insurance Company Name]  
[Claims Department Address]  
[City, State, Zip Code]

Subject: Request for Damage Assessment - Claim #[Your Claim Number]

Dear [Adjuster's Name],

I hope this letter finds you well. I am writing to formally request a damage assessment for my vehicle, [Make, Model, Year], bearing VIN [Your Vehicle Identification Number], in relation to claim #[Your Claim Number].

The incident occurred on [Date of Incident], and I have attached all relevant documentation, including photographs of the damage, police reports, and repair estimates. I believe a thorough assessment is necessary to determine the extent of the damages and the appropriate compensation.

Please let me know if you require any additional information. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]