October 1, 2014

RE: Claim number:

 Policy number:

 Loss Location:

 Date of loss:

Dear Insured:

As you are aware we are the adjuster assigned to handle the above captioned claim. We inspected the damages to your unit on and requested documentation so that we may complete our investigation of the claim. As of this letter we have not heard back from you. The purpose of this letter is to request that you forward the documentation requested below so that we may proceed with the investigation of this claim.

The Association will require the following documents in order to complete our investigation;

1. **Declarations page from master insurance policy covering the entire building.**
2. **The insurance section of your condominium bylaws.**
3. **Any repair estimates/proposals received.**
4. **Correspondence from management company/condominium association confirming cause of water damage.**

Should we not hear from you within 10 days of the date of this letter, we will have to assume that you are no longer interested in pursuing this matter, and mark our file accordingly.

This advice and any other action undertaken or to be undertaken by us in the course of investigation and/or handling of this claim is not, and should not be construed as a waiver of any of the rights of the insurer with respect to any and all of terms, conditions, provisions, exclusions and limitations contained in the policy of insurance.

The Massachusetts Property Insurance Underwriting Association fully reserves unto itself all defenses which heretofore accrue, or which may in the future accrue by reason of the operation of the policy, or reason of non-compliance on behalf of yourself with respect to any and all of the foregoing.

Please be advised that the statute of limitations is two (2) years from the date of loss for property losses. (Section 1 policy claims)

Thank you for your anticipated co-operation in this matter.

Sincerely,

Claims Adjuster

Voice Mail –