October 1, 2014

RE: Claim Number:

Loss Location:

Policy Number:

Date of Loss:

Dear Insured:

As you are aware, we are the adjuster assigned to handle the above captioned claim. We did send you a copy of our estimate for the \_\_\_\_\_\_\_\_ damage and a Sworn Statement In Proof Of Loss for your signature on \_\_\_\_\_\_\_\_\_\_. We have not as yet received the signed form.

We would request that you forward the signed form to us so that we may bring this matter to a conclusion.

We have enclosed another copy of the proof of loss for your convenience.

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

We would advise you that the statute of limitations is two (2) years from the date of loss for property losses. (Section I policy claims)

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

Sincerely,

Claims Adjuster