

Acknowledging receipt of damage claim under review

Subject: Receipt of Your Claim Submission

Dear [Customer's Name],

We acknowledge receipt of your claim regarding damages reported on [Date]. Please be assured that your request has been logged into our system and is currently under investigation by our assessment team.

At this stage, our team may contact you for additional documents, photographs, or clarifications to support your claim. Kindly keep all related records accessible to expedite the process.

We understand how important this matter is to you and we are committed to providing an outcome within [Number of Days] business days. Thank you for your patience and cooperation.

Warm regards,

[Your Name]

Claims Department

[Company Name]

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