

January 6, 2025

Sent via [email/fax] to _____/USPS

[Adjuster Name]

[Insurance Company]

[Address Line 1]

[Address Line 2]

Re: [Your Name], Claim No. _____

Dear [Adjuster Name],

I am writing today to advance the resolution of the above-referenced claim.

I expect a pre-loss condition repair, including the use of OEM parts and all manufacturer-approved processes and procedures. My auto policy and Washington state law both require you to cover the costs associated with returning my vehicle to its pre-loss condition, as outlined in WAC 284-30-390(4) and RCW 48.30.015.

I have chosen [Body Shop] to proceed with the repairs. Attached is the facility's initial estimate for your review. I presume that when it comes time to settle my claim, you will cover the repair facility's balance in full.

My vehicle is currently at _____ awaiting your inspection. Please send me your initial estimate promptly so that the facility can begin work and avoid unnecessary out-of-pocket rental expenses.

Please feel free to contact me if you have any questions regarding this letter or if you wish to discuss my case further. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]