

Insurance Claim Communication Log

Record every call, email and letter about your claim. A dated log is the simplest evidence that you responded on time and what you were told.

Claim number	Insurance company	Date of loss
Adjuster name	Adjuster phone	Adjuster email

Contact log

[illegible]

Date	Who (name / role)	How (call / email / letter)	What was said or agreed	Next step / due date