**Request Reports Template**

Use this letter to request reports to check to ensure insurance decisions are accurate.

The letter can be mailed or emailed.

The areas highlighted and in brackets require you to input your own information.

[Your Insurance Company Name]

[Address]

[Date]

Dear Sir/Madam

**Request for reports under Part 12 of the General Insurance Code of Practice**

[Your Claim number/Policy number]

Please provide me with copies of the documents listed below:

1. Assessors’ reports

2. Scopes of Works

3. Builders’ reports

4. Engineers’ reports

5. Hydrologists’ reports

6. Geotechnical reports

I look forward to receiving these documents within 10 business days.

Regards

[Your signature]

[your name and address]