

YOUR COMPANY LETTERHEAD HERE

To POLICE DEPARTMENT
XXXXXX
XXXXXX

Re: FCA No: XX-XXXXX 00/00/25
Job Name:
Loss Site:
Insured:
Claim: XXXXXXXX

To Whom It May Concern:

Fire Cause Analysis has been retained by my firm, **YOUR COMPANY NAME HERE**, to perform an investigation into the origin and cause of the fire at the above referenced location. As part of this investigation, Fire Cause Analysis has our approval to request the Sheriff's Department report for the above referenced fire loss.

Regards,

YOUR SIGNATURE

YOUR NAME

YOUR COMPANY NAME

Phone: XXXXXX

Email: XXXXXX

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