

Sample Letter to a Local Insurance Company

Dear Downtown Insurance Company

Stains, spots, water and fire damage to domestic and commercial carpets are a few of the claims categories you are familiar with. My firm can provide you and your loss adjusters valuable help dealing with policyholders' claims for damaged carpets.

You can expect from me a highly-reliable assessment of the possibility and cost of restoration and cleaning of affected carpets, and the reassurance that my work will be done to industry-recommended standards.

I am a member of the NCCA, the UK trade association for professional carpet, flooring and upholstery cleaners, and have ZZ years' experience in this area.

The NCCA has developed the Publicly Available Specification PAS86 for the professional inspection, maintenance, cleaning and restoration of textile floor coverings, written in collaboration with the British Standards Institution (BSI).

I work to the code of practice set out in this specification, so you will have an objective set of criteria for the work I do.

Please take a look at the enclosed leaflet about the quality of my services and the NCCA. I would be happy to meet with you to tell you more and will call you shortly to see if we can work together in some mutually-beneficial way.

Yours sincerely