

Sample Roofing Co.

100 Example Avenue, Jackson, MS
(555) 010-0199 | estimates@example.com
License # SAMPLE-LIC-0000

SUPPLEMENT REQUEST

CLAIM #	SAMPLE-0001
POLICY #	SAMPLE-POLICY
INSURED	Sample Homeowner
LOSS LOCATION	123 Example Street Jackson, MS 39211
DATE OF LOSS	2026-03-14

October 9, 2026

Alex Adjuster
Sample Insurance Co.

RE: Request for Supplement, Claim # SAMPLE-0001

Dear Alex Adjuster,

We have reviewed the carrier estimate for the above claim against the aerial measurement report for the property and the applicable provisions of the International Residential Code (IRC). The estimate omits or under-scopes the items listed in the attached itemized supplement, which are necessary to complete the repair to a code-compliant, pre-loss condition.

SUPPLEMENTAL AMOUNT REQUESTED (RCV)

\$2,745.60

In addition to the original estimate of \$10,847.48; before tax and applicable depreciation.

Each item lists its quantity basis from the measurement report and its supporting code or manufacturer citation; see the Code & Justification Appendix.

Please review and reissue the estimate, or contact us to schedule a re-inspection. We appreciate your prompt attention to this request.

Sincerely,

Sam Sample
Project Manager
Sample Roofing Co.
(555) 010-0199
estimates@example.com
License # SAMPLE-LIC-0000

Itemized Supplement

Sample Homeowner · 123 Example Street

CODE	DESCRIPTION	QTY	UNIT PRICE	TOTAL
RFG DRIP	Drip edge, eaves and rakes	226 LF	\$3.40	\$768.40
RFG ASTR	Asphalt starter course, eaves and rakes	226 LF	\$2.15	\$485.90
RFG RIDGC	Hip / ridge cap, manufactured	179 LF	\$5.20	\$930.80
RFG IWS	Valley lining, self-adhered membrane	64 LF	\$6.10	\$390.40
RFG STEEP	Steep roof labor (7/12 to 9/12), shortfall	4.05 SQ	\$42.00	\$170.10

Total Supplemental Requested (RCV)	\$2,745.60
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Code & Justification Appendix

Quantity basis and code support for each requested item.

RFG DRIP: Drip edge, eaves and rakes

Eaves 142 LF + rakes 84 LF = 226 LF per the measurement report; the carrier estimate pays 0 LF. Drip edge is required at eaves and rakes under the adopted code.

Code reference: IRC R905.2.8.5

RFG ASTR: Asphalt starter course, eaves and rakes

Eaves 142 LF + rakes 84 LF = 226 LF. The carrier estimate prices field-cut shingles for the starter course; a dedicated starter strip is required.

Code reference: IRC R905.1

Manufacturer: Shingle manufacturer installation instructions (required for the wind warranty)

RFG RIDGC: Hip / ridge cap, manufactured

Ridge 96 LF + hips 83 LF = 179 LF. The carrier estimate prices field-cut 3-tab; laminated shingles require manufactured cap.

Manufacturer: Shingle manufacturer installation instructions

RFG IWS: Valley lining, self-adhered membrane

Valleys total 64 LF per the measurement report; the carrier estimate has no valley lining.

Code reference: IRC R905.2.8.2

RFG STEEP: Steep roof labor (7/12 to 9/12), shortfall

Installed squares 31.2 at 8/12 pitch; the carrier estimate pays steep labor on 27.15 SQ. Shortfall 31.2 SQ - 27.15 SQ = 4.05 SQ.

Prepared with XactAudit analysis tools and reviewed by the submitting contractor. Line items and code references are informational and are not legal or engineering advice. Applicable code requirements are determined by the local Authority Having Jurisdiction (AHJ).