

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Additional Information Regarding Claim #[Claim Number]

Dear [Claims Adjuster's Name],

I hope this message finds you well. I am writing to request additional information regarding my insurance claim #[Claim Number], submitted on [Submission Date].

As per our recent conversation, it appears that you require further documentation to facilitate the processing of my claim. I would appreciate it if you could provide clarity on the specific information needed, as I aim to ensure all necessary details are submitted promptly.

Thank you for your attention to this matter. I look forward to your prompt response so that we can move forward with the processing of my claim.

Sincerely,

[Your Name]