

# Insurance Claim Explanation

Date: [Insert Date]

To:

[Insurance Company Name]  
[Insurance Company Address]  
[City, State, Zip Code]

Dear [Claims Adjuster's Name],

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

I hope this letter finds you well. I am writing to provide additional information regarding my insurance claim submitted on [Original Claim Submission Date] for [briefly describe the nature of the claim, e.g., property damage, personal injury].

We have recently gathered [describe what additional information or documents you are providing, e.g., further photographic evidence, medical records, etc.], which we believe will assist in the accurate assessment of our claim. Please find the enclosed documents for your review:

- [Document 1 Description]
- [Document 2 Description]
- [Document 3 Description]

If you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Policy Number]