

Insurance Claim Complaint

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Claims Adjuster's Name or Customer Service Department],

I am writing to formally file a complaint regarding my insurance claim ([Claim Number]) submitted on [Submission Date]. It has come to my attention that there are missing documentation issues that are impeding the processing of my claim.

I have repeatedly submitted the necessary documents, including [List of Documents], yet I have not received confirmation of their receipt. This has caused considerable delay and frustration in resolving my claim.

I would appreciate your immediate attention to this matter and request the confirmation of receipt of my submitted documents. Furthermore, I kindly ask for an update regarding the status of my claim and any additional documentation required from my side.

Thank you for your prompt attention to this issue. I look forward to your reply.

Sincerely,

[Your Name]