

## Follow-Up on Claim #123456

Date: [Insert Date]

To: [Policyholder's Name]

[Policyholder's Address]

[City, State, Zip Code]

Dear [Policyholder's Name],

I hope this message finds you well. I am writing to follow up on your claim, referenced above, which was submitted on [Claim Submission Date].

As your claims adjuster, I want to ensure you are updated on the status of your claim and address any questions you might have. Currently, we are in the process of reviewing the necessary documentation and investigating the circumstances surrounding your claim.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] should you have any immediate concerns or require further assistance.

Thank you for your patience during this process. I will keep you informed of any developments regarding your claim.

Sincerely,

[Your Name]

[Your Title]

[Insurance Company Name]

[Insurance Company Phone Number]

[Insurance Company Email Address]