

Policy Clarification Request

Date: [Insert Date]

To: [Insert Claims Adjuster's Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Claims Adjuster's Name],

I hope this message finds you well. I am writing to request clarification regarding my current insurance policy #[Insert Policy Number]. Specifically, I would like to understand the following:

- Coverage details for [Insert Specific Coverage or Type of Claim]
- Exclusions that may apply
- Process for filing a claim under this policy

Furthermore, I would appreciate any information you can provide regarding timelines for claims processing and any required documentation that I should prepare.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]