

Request for Documentation

Date: [Insert Date]

To: [Claimant's Name]

[Claimant's Address]

[City, State, Zip Code]

Dear [Claimant's Name],

We are currently processing your claim, reference number: [Insert Claim Number], regarding [brief description of claim]. In order to proceed with your claim, we kindly request that you provide the following documentation:

- [List required document 1]
- [List required document 2]
- [List required document 3]

Please submit the requested documentation by [insert deadline] to avoid any delays in the processing of your claim.

If you have any questions or need further assistance, feel free to contact me at [insert phone number] or [insert email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]