

Subject: Delay in Insurance Claim Acknowledgement

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we have received your insurance claim submitted on [Submission Date]. However, we regret to inform you that there is a delay in the acknowledgment process due to [Reason for Delay].

We understand the importance of timely processing and assure you that we are working diligently to resolve the situation. We expect to provide you with an update regarding your claim status by [Expected Date].

We appreciate your patience and understanding in this matter. Should you have any inquiries or require further assistance, please feel free to contact us at [Contact Information].

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]