

Subject: Update on Your Insurance Claim - [Claim Number]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about the current status of your insurance claim submitted on [Date of Submission] under the claim number [Claim Number].

We sincerely apologize for the delay in the resolution of your claim. Our team is actively working to gather the necessary information to process your claim efficiently. Unfortunately, unforeseen circumstances have contributed to the extended timeline.

We understand the importance of this matter to you and are making every effort to expedite the process. We anticipate that we will have a resolution by [Expected Resolution Date].

Please feel free to reach out to us at [Phone Number] or [Email Address] should you have any questions or require further assistance.

Thank you for your patience and understanding during this time.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Address]