

# Delay in Providing Documents for Insurance Claim

Date: [Insert Date]

To,  
[Insurance Company Name]  
[Insurance Company Address]  
[City, State, Zip Code]

Subject: Delay in Providing Documents for Claim #[Claim Number]

Dear [Insurance Agent's Name],

I am writing to inform you of a delay in the submission of the documents required for my insurance claim (Claim #[Claim Number]) related to [Brief Description of the Claim, e.g., property damage, car accident, etc.].

Due to [reason for the delay, e.g., unforeseen circumstances, obtaining necessary paperwork, etc.], I am unable to provide the requested documentation by the initial deadline of [original deadline date]. I am actively working to gather the necessary information and expect to submit everything by [new deadline date].

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please feel free to reach out if you have any questions or require further information.

Thank you for your patience.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Contact Information]