

Delay Notification for Insurance Claim Processing

Dear [Claimant's Name],

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

Unfortunately, we are experiencing an unexpected delay in processing your claim due to [specific reason for the delay, e.g., missing documentation, required additional information, etc.]. We understand the importance of this matter and are making every effort to expedite the process.

We expect to resolve this issue by [Estimated Resolution Date]. Please rest assured that we will keep you updated of any developments. In the meantime, if you have any questions or need to provide additional information, feel free to contact us at [Contact Information].

We appreciate your patience and understanding during this time.

Sincerely,

[Your Name]
[Your Title]
[Insurance Company Name]
[Contact Information]