

Request for Update on Insurance Investigation Report

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the investigation report regarding our recent insurance claim, submitted on [Insert Claim Submission Date]. We appreciate the work being done by your team, but we would like to request an update on the progress of this investigation.

As this matter is of great importance to us, any information you could provide regarding the current status or estimated timeline for completion would be greatly appreciated.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]