

Subject: Additional Information Required for Claim Process

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide additional information regarding my claim submitted on [Insert Claim Submission Date] with Claim Number [Insert Claim Number].

As requested, I have included the following information/documents:

- [List Document/Information 1]
- [List Document/Information 2]
- [List Document/Information 3]

This additional information supports my claim and outlines the circumstances that have led to this request. Should you require any further details or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]