

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Claims Department Address]

[City, State, Zip Code]

Dear Claims Adjuster,

I hope this letter finds you well. I am writing to follow up on my aviation insurance claim submitted on [Date of Submission], with claim number [Claim Number]. I would like to inquire about the status of my claim and whether any additional information is required from my side to expedite the process.

As a recap, the claim relates to [brief description of the incident or loss]. I have submitted all necessary documents as requested, including [list any relevant documents].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position (if applicable)]

[Your Company Name (if applicable)]