

Letter of Demand for Claims Records

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a copy of all records pertaining to my claims submitted under policy number [Policy Number]. This includes, but is not limited to, all documentation related to filed claims, correspondence, and any associated notes.

According to [relevant laws or regulations], I am entitled to access these records. I would appreciate your prompt attention to this matter and request that the documentation be sent to my address listed above within [number of days, e.g., 14 days] from the date of this letter.

Should you require any further information to process my request, please do not hesitate to contact me via phone or email.

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

Sincerely,

[Your Name]