

Letter of Petition for Claim Support Documents

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request support documents related to my claim, which was submitted on [insert claim submission date]. My claim number is [insert claim number].

To facilitate the review and resolution of my claim, I kindly ask for the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

These documents are essential for me to continue with the claim process, and I would greatly appreciate your prompt attention to this matter.

Thank you for your assistance in this regard. Please feel free to contact me at [Your Phone Number] or [Your Email] if you have any questions or require further information.

Sincerely,

[Your Name]