

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request copies of all files and documentation related to my claim with reference number [Insert Claim Number]. I require this information to facilitate a thorough review and resolution of my case.

Please let me know if there are any forms or fees required for this request. I would appreciate it if you could send the necessary documents to the address provided above or via email at [Insert Email Address].

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

Sincerely,

[Your Name]