

Request for Insurance Claim Documentation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Contact/Department],

I am writing to formally request the documentation pertaining to my insurance claim with the reference number [Claim Number]. I would like to have copies of all relevant documents, including but not limited to the policy details, claim files, and any correspondence related to my claim.

For your reference, my policy number is [Policy Number]. Please send the requested documentation to my address listed above or via email at [Your Email Address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]