

Letter of Clarification for Claim Evaluation Delay

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally seek clarification regarding the delay in the evaluation of my claim submitted on [insert submission date]. The claim reference number is [insert claim number].

As per the initial communication, I was expecting a resolution by [insert expected date]. However, I have not yet received any updates or feedback regarding the status of my claim.

Could you please provide an update on the current status and any factors contributing to the delay? Your assistance in this matter would be greatly appreciated, as it will help me to understand the situation better and manage my expectations accordingly.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]