

Letter of Excuse for Claim Review Delay

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address the delay in the review of my claim submitted on [Insert Claim Submission Date]. I understand the importance of timely processing and the impact that delays can have on your operations.

Regrettably, due to [state reason for delay, e.g., unforeseen circumstances, additional information needed, etc.], the review process has been extended. I want to assure you that I am actively working to expedite the required information.

I sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter. Please rest assured that I am committed to resolving this as quickly as possible.

Thank you for your patience and understanding. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Yours sincerely,

[Your Name]

[Your Address]

[Your Contact Information]