

# Claim Delay Explanation

Date: [Insert Date]

Dear [Claimant's Name],

I hope this message finds you well. I am writing to inform you about an unexpected delay regarding your claim #[Insert Claim Number]. We sincerely apologize for any inconvenience this may have caused.

The delay is due to [briefly explain the reason for the delay, e.g., "a high volume of claims we are currently processing" or "additional information required to complete your claim"]. We are actively working to resolve this matter as swiftly as possible.

We understand the importance of this claim and are committed to ensuring a fair and timely resolution. You can expect an update from us by [insert expected timeframe for resolution].

Thank you for your understanding and patience in this matter. If you have any further questions, please feel free to contact us at [insert contact information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]