

Letter of Understanding

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally acknowledge the delay in the resolution of your claim submitted on [Insert Claim Submission Date]. We understand the importance of timely claim processing and apologize for any inconvenience this may have caused.

We appreciate your patience as we work to resolve this matter. Our team is currently reviewing the claim and we are committed to providing you with a resolution by [Insert Expected Resolution Date].

Please feel free to reach out to us at [Insert Contact Information] should you have any questions or need further assistance during this time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]