

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you of a delay in the processing of my claim for compensation, lodged on [date of claim submission], regarding [brief description of the claim]. I understand that the processing time may vary; however, I was hoping to receive an update by now.

It is important for me to know the current status of my claim and any potential next steps. Please let me know if there is any additional information or documentation required from my side to expedite the process.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]