

Income Protection Insurance Claim Documentation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Claims Department Address]

[City, State, Zip Code]

Dear [Insurance Company/Claims Adjuster's Name],

I am writing to formally request the necessary documentation and information required to proceed with my income protection insurance claim, policy number [Insert Policy Number]. Due to [insert reason for claim], I am seeking to utilize my benefits as outlined in my policy.

Specifically, I would appreciate your assistance in providing the following documentation:

- Claim form and instructions
- Medical records or statements regarding my condition
- Proof of income and employment at the time of the claim
- Any other documents relevant to my claim

Please let me know if you require any additional information from my side to expedite this process. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]