

Subject: Request for Claim Settlement Discussion

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Claims Department]

[Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name],

I hope this message finds you well. I am writing to request a discussion regarding the settlement of my claim, #[Claim Number], which I submitted on [Date of Claim Submission].

As I believe there are important aspects of my case that warrant further discussion, I would appreciate the opportunity to speak with you or a member of your team at your earliest convenience.

Please let me know your available times for a meeting, or I would be happy to accommodate your schedule.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]