

John Doe  
123 Main Street  
City, State, ZIP Code  
Email: johndoe@example.com  
Phone: (123) 456-7890  
Date: [Insert Date]

Claims Department  
[Insurance Company Name]  
[Company Address Line 1]  
[Company Address Line 2]  
City, State, ZIP Code

Dear Claims Adjuster,

I am writing to follow up on my claim (Claim Number: [Insert Claim Number]) submitted on [Insert Submission Date]. As of today, I have not received any communication regarding the status of my claim.

Please provide me with an update on the progress of my claim and any additional information that may be required to expedite the process. Your prompt attention to this matter would be greatly appreciated.

Thank you for your assistance.

Sincerely,  
John Doe