

[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 hope this message finds you well. I am writing to inquire about the health benefits related to my employee health plan. I have submitted a claim for [specific treatment/service] on [date], and I would like to request assistance in verifying the status of this claim.

As I have not yet received any updates, I would appreciate any information you could provide regarding the claim processing timeline and any additional information you may need from my side to expedite the process.

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

Best regards,
[Your Name]
[Your Job Title]
[Your Employee ID]