

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Insurance Company Name  
Insurance Company Address  
City, State, Zip Code

Dear [Claims Adjuster's Name],

Subject: Inquiry for Additional Insurance Claims Documents

I hope this message finds you well. I am writing to inquire about the status of my insurance claim, referenced under the policy number [Your Policy Number].

Upon reviewing the submitted documentation, I have realized that there may be additional information required to expedite the processing of my claim. Thus, I would appreciate your guidance on the specific documents needed from my side.

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

Sincerely,  
[Your Name]