

Notification for Required Insurance Claim Documents

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a notification regarding your insurance claim submitted on [Insert Date of Claim]. In order to proceed with your claim, we require the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

Please submit these documents by [Insert Deadline], to ensure timely processing of your claim. If you have any questions or need assistance, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]