

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

Claims Department  
Insurance Company Name  
Company Address  
City, State, ZIP Code

Dear Claims Department,

Subject: Request for Re-evaluation of Insurance Claim Amount - Policy No. [Your Policy Number]

I hope this letter finds you well. I am writing to formally request a re-evaluation of the amount awarded for my recent insurance claim filed on [Date of Claim]. After carefully reviewing the settlement offer, I believe that the compensation does not accurately reflect the loss I incurred.

My claim was related to [briefly describe the nature of the claim]. As per the documentation provided, the estimated damages were calculated to be [original claimed amount], whereas the settlement amount offered is [settlement amount]. I have included supporting documentation for your review, including [list any attached documents, such as photos, repair estimates, and previous correspondence].

I kindly ask that you re-assess my claim in light of this information. I appreciate your attention to this matter and hope for a prompt resolution. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your time and consideration.

Sincerely,  
[Your Name]