

Request for Additional Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Adjuster's Name],

Re: Request for Additional Documentation for Claim #[Claim Number]

We are currently in the process of reviewing your claim regarding the breach incident dated [Date of Incident]. In order to expedite the processing of your claim, we require additional documentation.

Specifically, we request the following:

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

Please provide these documents by [Due Date]. If you have any questions regarding this request, feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]