

Insurance Hold Request for Missing Documentation

Date: [Insert Date]

[Recipient's Name]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a hold on my insurance claim due to missing documentation that I have not yet been able to provide. My policy number is [Insert Policy Number].

As of [Current Date], I am aware that the following documents are still outstanding:

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

I am actively working to gather the necessary documentation and expect to have it submitted to your office by [Expected Submission Date]. In the meantime, I kindly request that you place a hold on any actions related to my claim until the required documentation has been received.

Thank you for your attention to this matter. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]