

Long-Term Care Insurance Claim Follow-Up

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on my long-term care insurance claim filed on [insert claim date] under policy number [insert policy number]. It has been [insert time frame] since I submitted my claim, and I would like to inquire about its current status.

As you may recall, the claim pertains to [briefly describe the reason for the claim]. I have attached any additional documents you may require for reference to expedite the process.

Please let me know if there is any further information needed from my side or if there are any updates regarding my claim. You can reach me at [your phone number] or [your email address].

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]