

Formal Complaint Regarding Insurance Claim Delay

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Manager's Name],

I am writing to formally lodge a complaint regarding the delay in processing my insurance claim, reference number [Insert Claim Number], which was submitted on [Insert Submission Date]. It has now been [Insert Duration] since my claim was filed, and I have yet to receive any updates or resolution.

The delay in processing my claim has caused me considerable inconvenience, and I expected a more timely response based on the assurances provided by your customer service representatives. I have made several attempts to contact your office, including on [Insert Dates of Previous Communications], but have not received satisfactory answers regarding the status of my claim.

I request that you expedite the review of my claim and provide a detailed response regarding its status by [Insert Deadline for Response]. If I do not receive a satisfactory response, I will have no choice but to escalate this matter further.

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

Sincerely,

[Your Name]