Notification of Unresolved Insurance Claim

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip]

Dear [Recipient Name],

We are writing to inform you about the status of your insurance claim, [Claim Number]. We regret to inform you that we are currently experiencing a delay in the processing of your claim.

As of today, [Insert Current Date], your claim remains unresolved due to [briefly explain reason for the delay, e.g., "pending documentation" or "additional investigation required"]. We understand the importance of expediting this process and are committed to resolving this matter as swiftly as possible.

We appreciate your patience and understanding during this time. If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip]

[Contact Information]