

Supplementary Claim Communication

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide additional information regarding our previously submitted claim (Claim Number: [Insert Claim Number]) dated [Insert Original Claim Date]. This supplementary claim intends to clarify certain facts and provide further documentation for your review.

Enclosed/Attached, you will find the following supporting documents:

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

We believe these documents will provide the necessary details to assist in processing our claim efficiently. If you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Phone Number]
[Your Email Address]