

Notification for Claim Support Materials

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Subject: Notification for Submission of Claim Support Materials

Dear [Recipient Name],

We hope this message finds you well. This letter serves as a formal notification regarding the submission of support materials for your claim reference number [Claim Number].

In order to process your claim efficiently, we kindly request that you provide the following support materials:

- [List of Required Documents 1]
- [List of Required Documents 2]
- [List of Required Documents 3]

Please submit these documents by [Submission Deadline] to ensure timely processing of your claim.

If you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]