

Subject: Follow-Up on Pending Claim Service Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent service request regarding my pending claim, submitted on [Submission Date]. The reference number for this claim is [Claim Reference Number].

As it has been [number of weeks/days] since I submitted my request, I would appreciate any updates you could provide regarding the status of my claim. Understanding the current status will help me make any necessary arrangements on my end.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address] (if necessary)