

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Claims Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Claims Department,

I hope this message finds you well. I am writing to inquire about the claim service process for my recent submission, with the reference number [Claim Reference Number]. I would appreciate it if you could provide me with the following information:

- The status of my claim.
- The estimated timeline for processing.
- Any additional documentation needed from my end.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]