

Request for Clarification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding the claim service policies outlined in our recent correspondence/documentation.

Specifically, I would appreciate further details about:

- The process for submitting a claim
- Timeframes for processing claims
- Any required documentation
- Appeal procedures if a claim is denied

Understanding these policies is crucial for me to navigate the claims process effectively. If possible, I would appreciate a written response at your earliest convenience.

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

Sincerely,

[Your Name]