

# Inaccurate Claim Processing Alert

Dear [Recipient's Name],

We are writing to inform you that there has been an issue with the processing of your recent claim with reference number [Claim Reference Number].

Upon review, we discovered that the claim has been processed inaccurately due to [specific reason for the inaccurate processing]. As a result, your claim may require further attention and correction.

To resolve this matter promptly, we kindly ask you to provide the following information:

- [Information Required 1]
- [Information Required 2]
- [Any additional information]

Please send the requested information to us by [Deadline Date] to avoid any delays in processing your claim. If you have any questions or need further assistance, do not hesitate to contact us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]  
[Contact Information]