

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
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 request a review schedule for my claim filed on [insert claim number or date of filing]. I would appreciate any updates regarding the status of my claim and the anticipated timeline for the review process.

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

Sincerely,
Your Name