

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an update regarding the assessment timeline for my claim, [Claim Number], submitted on [Submission Date].

Understanding the expected timeframe will greatly assist me in planning accordingly. I would appreciate any information you can provide regarding the status of my claim and when I can expect a decision to be made.

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

Sincerely,

[Your Name]