

# Request for Claim Timeline Update

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request an update on the timeline regarding my recent claim (Claim Number: [Claim Number]), submitted on [Submission Date].

Understanding the current status of my claim is important to me, and I would appreciate any information you could provide about the next steps in the process.

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

Sincerely,

[Your Name]