

# Claim Explanation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Explanation Regarding Claim Decline - Claim #[Insert Claim Number]**

Dear [Recipient Name],

I hope this letter finds you well. I am writing to address the recent decision regarding my claim #[Insert Claim Number], submitted on [Insert Submission Date]. I understand that my claim was declined, and I would like to provide further clarification on the matter.

[Insert specific reasons why the claim was declined and provide any additional documentation or information that supports your case.]

Given the additional information provided, I kindly request that you reconsider the initial decision. I believe that the circumstances surrounding this claim warrant a reevaluation of my case.

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

Sincerely,

[Your Name]

[Your Position, if applicable]