

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

[Claim Department's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Claim Department's Name],

I hope this letter finds you well. I am writing to follow up on the recent rejection of my claim (Claim Number: [Your Claim Number]), which was submitted on [Submission Date]. I received your notification dated [Rejection Date] outlining the reasons for the denial.

I would like to express my concerns regarding this decision and seek clarification on the specific details of the rejection. I believe there may have been some misunderstandings regarding [Briefly explain your points or discrepancies].

I am attaching additional documents that support my case and hope that you will reconsider my claim. I appreciate your time and assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,
[Your Name]