

Claim Submission Issues

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to address some issues that I encountered during the submission of my recent claim, with reference number [Insert Claim Number].

Issues Encountered:

1. Submission portal was unresponsive on [insert date].
2. Documentation requirements were unclear, particularly regarding [specify documents].
3. Delay in receiving confirmation of claim submission.

These issues have caused significant concern, and I would appreciate your assistance in resolving them at the earliest convenience. Please let me know if further information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]