

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Claim Department Contact Name]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Contact Name],

I hope this message finds you well. I am writing to request clarification regarding the outcome of my recent claim, reference number [Claim Number], which was submitted on [Date of Submission].

Upon reviewing the decision communicated to me on [Date of Decision], I have a few questions regarding the reasoning behind the outcome. Specifically, I would like to understand [briefly detail the specific points of confusion or concern].

Your assistance in providing clarification on these matters would be greatly appreciated. I am eager to resolve this issue as promptly as possible and would be grateful for any additional information you can provide.

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

Sincerely,

[Your Name]