

Claim Settlement Notification

Date: [Insert Date]

To,

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

Subject: Notification regarding your claim settlement

Dear [Recipient Name],

We hope this message finds you well. We are writing to notify you regarding the status of your claim, reference number [insert claim number].

After a thorough review, we regret to inform you that there are some issues that need to be addressed before we can proceed with the settlement of your claim. The specific issues that we have identified include:

- [Issue 1]
- [Issue 2]
- [Issue 3]

Please provide us with the necessary documentation or clarification on the above issues by [insert deadline date], so we can expedite the review process and move forward with your claim settlement.

If you have any questions or need further assistance, feel free to contact us at [insert contact information]. We appreciate your cooperation in this matter.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[Phone Number]