

# Request for Consultation on Claim Resolution

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a consultation regarding the resolution of a claim I have filed with your office, referenced under claim number [Claim Number].

Given the complexities surrounding this matter, I believe a discussion could be beneficial in addressing the outstanding issues and moving toward a resolution. I am available for a consultation at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]