

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

Claims Department
Insurance Company Name
Company's Address
City, State, Zip Code

Dear Claims Department,

I am writing to seek your assistance regarding the delay in processing my accident claim (Claim Number: XXXXXXXX), which was submitted on [Date of Submission]. Despite my attempts to follow up on the status of my claim, I have not yet received any updates.

The accident occurred on [Date of Accident], and I have provided all necessary documentation, including the police report and medical records. However, it has been [number of weeks/months] since my claim was filed, and I am concerned about the lack of communication.

Please let me know the current status of my claim and if there are any additional documents required to expedite the process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]