

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Insurance Company Name]

[Claims Department]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name],

I hope this message finds you well. I am writing to follow up on our insurance claim filed on [insert date of claim], regarding business interruption due to [brief description of the cause]. The claim reference number is [insert claim number].

As of today, we have not received an update on the status of our claim. The impact of the business interruption on our operations has been significant, and timely resolution of this matter is essential for us to navigate this challenging period.

Please provide us with any information regarding the progress of our claim, or if there are any further documents or information needed from our side to expedite the process. We appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]