

Request for Clarification on Insurance Claim Procedures

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

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

Dear [Insurance Adjuster/Claims Manager's Name],

I hope this message finds you well. I am writing to request clarification regarding the procedures involved in filing a claim with [Insurance Company Name]. I recently [briefly describe the incident or claim], and I want to ensure that I complete all necessary steps correctly.

Specifically, I would like to clarify the following points:

1. [Point of clarification 1]
2. [Point of clarification 2]
3. [Point of clarification 3]

Your guidance on these matters would be greatly appreciated, as I want to ensure that my claim is processed efficiently. Thank you for your attention to this request.

Sincerely,

[Your Name]