

Insurance Claim Approval Status Request

Recipient Name

Recipient Address

City, State, ZIP Code

Date

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of my recent insurance claim (Claim Number: [Claim Number]), submitted on [Submission Date].

As it has been [number of days/weeks] since my submission, I would appreciate any updates regarding the approval process and an estimated timeline for when I might expect a response.

Thank you for your assistance in this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]