

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

Insurance Company Name
Company Address
City, State, Zip Code

Subject: Request for Tracking Status of Insurance Claim

Dear [Claims Adjuster's Name],

I hope this message finds you well. I am writing to inquire about the status of my insurance claim, which I submitted on [date of submission] under policy number [policy number] and claim number [claim number].

As it has been [duration since submission], I would appreciate any updates on the progress of my claim. Timely assistance with this matter will be extremely beneficial for my planning and peace of mind.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]