

Insurance Claim Documentation Request

Date: _____

Your Name: _____

Your Address: _____

Your Policy Number: _____

Insurance Company Name: _____

Insurance Company Address: _____

Dear Claims Adjuster,

I am writing to formally request documentation related to my insurance claim filed on [insert date] regarding damages incurred due to the recent natural disaster [insert name/type of disaster]. My policy number is [insert policy number].

In order to facilitate the processing of my claim, I kindly request the following documentation:

- Details of my coverage and any applicable limitations.
- Claim status and any actions taken to date.
- Any required forms or additional information needed from my side.
- Contact information for following up on this request.

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

Sincerely,

[Your Name]

[Your Contact Information]