

# Insurance Claim Investigation Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are currently processing your insurance claim, reference number [Claim Number], related to [brief description of the claim]. In order to proceed with the investigation, we kindly request the following documents:

- [Document 1]
- [Document 2]
- [Document 3]
- [Additional documents as necessary]

Please submit the requested documents by [insert deadline] to ensure a timely resolution of your claim. You may send the documents via email or postal mail, as follows:

Email: [Email Address]

Postal Mail: [Company Name]

[Company Address]

[City, State, Zip Code]

If you have any questions or need further assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]