Insurance Claim Settlement Request

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

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

Subject: Request for Settlement of Insurance Claim

Dear [Claims Adjuster's Name],

I am writing to formally request the settlement of my insurance claim under policy number [Insert Policy Number]. The claim was submitted on [Insert Claim Submission Date] for the incident that occurred on [Insert Incident Date]. The claim reference number is [Insert Claim Reference Number].

As per the terms of my policy, I believe that my claim qualifies for a settlement based on the documentation provided, which includes [List Documents Attached, e.g., police report, medical bills, photos, etc.].

I kindly request that you expedite the processing of my claim and provide an update regarding the status of my settlement at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

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

Sincerely,

[Your Name]