

Letter of Demand for Additional Time on Insurance Claim Submission

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Claims Department Address]

[City, State, Zip Code]

Subject: Request for Extension on Insurance Claim Submission

Dear [Claims Adjuster's Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of my insurance claim, associated with policy number [Your Policy Number]. Due to [briefly explain the reason for the delay, e.g., unforeseen circumstances, medical issues, etc.], I am unable to provide the necessary documentation by the original deadline of [original deadline date].

I kindly ask for an additional [number of days/weeks] to gather and submit the required information, ensuring a comprehensive and accurate claim submission. I believe this extension will facilitate a smoother review process and help in evaluating my claim fairly.

Thank you for your understanding and support in this matter. I look forward to your prompt response so I can proceed accordingly.

Sincerely,

[Your Name]