

Request to Extend Insurance Claim Timeline

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name],

I am writing to formally request an extension of the timeline for my insurance claim, reference number [Insert Claim Number], submitted on [Insert Submission Date]. Due to [briefly explain reason, e.g., unforeseen circumstances or additional documentation needed], I believe it would be beneficial to allow additional time for the review process.

I appreciate your understanding and support in this matter. Please let me know if you require any further information or documentation to facilitate this request.

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

Sincerely,

[Your Name]