

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Claims Department

Insurance Company Name

Company Address

City, State, Zip Code

Dear Claims Department,

I am writing to inquire about the possibility of extending the deadline for my recent insurance claim, referenced under claim number [Your Claim Number]. Due to [brief explanation of the reason for the extension request], I am unable to meet the original deadline of [original deadline date].

Understanding the importance of timely submissions, I have [mention any efforts made to submit on time, if applicable], and appreciate any consideration you can provide in allowing me additional time until [proposed new deadline].

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

Sincerely,

Your Name