

Request for Extension on Insurance Claim Filing

To Whom It May Concern,

I am writing to formally request an extension for filing my insurance claim for policy number **[Policy Number]**, which is due on **[Due Date]**.

The reason for this request is **[Brief Explanation of Circumstances]**. Due to these unforeseen circumstances, I have been unable to gather the necessary documents and information needed to file the claim.

I kindly ask for an extension of **[Number of Days/Weeks]** to properly complete my claim submission. I believe that with this additional time, I will be able to provide all required documents and ensure a thorough filing.

Thank you for considering my request. I appreciate your understanding and assistance in this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]