

# Request for Insurance Claim Deadline Extension

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Dear [Claims Adjuster's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for my insurance claim, [Claim Number], submitted on [Submission Date].

Due to [brief explanation of your reasons for needing an extension, e.g., personal circumstances, lack of necessary documentation], I am unable to meet the original deadline of [Original Deadline].

I kindly ask for an extension of [number of days/weeks needed] to ensure that I can submit all the required information accurately and comprehensively.

Thank you for considering my request. I appreciate your understanding and support in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any additional information.

Sincerely,

[Your Name]