

# Request for Extension of Insurance Claim Filing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Insurance Company Name]

[Claims Department Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name],

I am writing to formally request an extension for filing my insurance claim (Policy No: [Insert Policy Number]) due to unforeseen circumstances that have delayed the process.

Despite my best efforts to gather the required documentation, [briefly explain reasons for delay]. As a result, I kindly ask for an extension of [number of days/weeks you are requesting] to ensure that all relevant information is provided for a comprehensive review.

Thank you for considering my request. I appreciate your understanding and support in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]