

Insurance Reimbursement Follow-Up

Date: [Insert Date]

To: [Insurer's Name]

[Insurer's Address]

[City, State, Zip Code]

Dear [Insurer's Contact Name or Customer Service Team],

I hope this message finds you well. I am writing to follow up on our recent business interruption claim submitted on [Insert Date of Initial Claim Submission], under policy number [Insert Policy Number].

As you are aware, we have experienced significant disruptions due to [briefly describe the reason for the business interruption, e.g., natural disaster, pandemic]. We submitted all necessary documentation and supporting materials on [Insert Date Documents Were Submitted], and we would appreciate an update on the status of our claim.

It is vital for our business to receive timely reimbursement to help mitigate the financial impacts caused by this interruption. Please inform us of any outstanding documentation or information needed to expedite processing our claim.

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

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

[Your Contact Information]