

# Insurance Claim Authorization Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Authorization for Insurance Claim

Dear [Insurance Company Representative's Name],

I am writing to formally request authorization for my insurance claim (Claim Number: [Insert Claim Number]) regarding [brief description of the incident or claim].

Please find enclosed all relevant documentation supporting my claim, including [list any included documents, such as reports, invoices, etc.].

In order for my claim to be processed swiftly, I kindly ask you to review the provided documents and grant authorization for the necessary expenses to be covered under my policy ([Policy Number]).

Sincerely,

[Your Name]