

# Personal Injury Claim Update

Date: [Insert Date]

Client Name: [Client's Name]

Claim Number: [Claim Number]

Dear [Client's Name],

I hope this message finds you well. I am writing to provide you with an update on your personal injury claim.

As of today, we have taken the following steps in your case:

- [Step 1: e.g., filed necessary documentation]
- [Step 2: e.g., obtained medical records]
- [Step 3: e.g., communicated with insurance adjuster]

Currently, we are awaiting a response to our recent communication and expect to have an update from the insurance company by [Insert Expected Date]. I will keep you informed of any developments as they arise.

If you have any questions or need further assistance, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm]