

PROOF OF LOSS CLAIM LETTER

,

RE: Request for Additional Information – Claim Number

Dear ,

We hope this letter finds you well. Our records indicate that you have submitted a recent claim regarding the incident that occurred on . Your claim has been assigned the reference number .

In order to expedite the processing of your claim and ensure a thorough assessment, we kindly request additional information and documentation pertaining to the incident. The following details are necessary to proceed with the evaluation:

Please submit the requested information at your earliest convenience to ensure the timely processing of your claim. You may send the documents via email to or by mail to the address mentioned above. If you have any questions or require assistance, please do not hesitate to contact our Claims Department at .

We appreciate your cooperation in providing the necessary documentation for a thorough assessment of your claim. Our goal is to expedite this process and arrive at a fair resolution as quickly as possible. Thank you for choosing us as your insurer and we look forward to assisting you further.

Sincerely,