

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Acknowledgment of Receipt of Claim Substantiation Request

Dear [Recipient Name],

This letter is to formally acknowledge that we have received your request for substantiation regarding Claim #[Claim Number], dated [Date of Request].

We are currently reviewing your request and the associated claim file. Our team will gather all necessary documentation, including [list specific documents if known, e.g., invoices, proof of loss, or medical records], to provide a comprehensive response.

You can expect to receive the requested information or a status update within [Number] business days. If we require additional information from you to fulfill this request, we will notify you promptly.

Thank you for your patience while we process this matter. If you have any immediate questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]