

Date: [Insert Date]

Claim Number: [Insert Claim Number]

Subject: Update on Your Claim Progress and Request for Required Documentation

Dear [Recipient Name],

We are writing to provide you with an update regarding the status of your claim. Our team is currently in the process of reviewing the information provided to date.

To proceed with the formal evaluation and ensure a timely resolution, we require the following additional documentation:

- [Document Name 1]
- [Document Name 2]
- [Document Name 3]

Please submit these documents by [Insert Deadline Date] via [Email Address/Online Portal/Mailing Address].

Once we receive the requested items, we will continue our assessment. You can expect a further update or a final decision within [Number] business days of our receipt of these documents.

If you have any questions or are experiencing difficulties obtaining these records, please contact us at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Your Department]

[Contact Information]