

[Date]

[Claimant Name]

[Address Line 1]

[Address Line 2]

Subject: Initial Review Status Update - Claim Number: [Claim Number]

Dear [Claimant Name],

We have received your claim and completed our initial review. At this time, your claim status is:
In Progress - Pending Documentation.

To continue processing your request, we require the following missing information:

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

Please submit these documents by [Due Date] via one of the following methods:

- **Email:** [Email Address]
- **Online Portal:** [URL]
- **Mail:** [Mailing Address]

Please note that failure to provide these documents may result in a delay or denial of your claim. Once we receive the requested items, we will resume our review and notify you of the outcome.

If you have any questions, please contact our claims department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Title]

[Company Name]