

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Insurance Company Name]
[Claims Department Address]
[City, State, Zip Code]

RE: Status Update Request and Police Report Submission

Claim Number: [Insert Claim Number]
Policy Number: [Insert Policy Number]
Date of Incident: [Insert Date of Accident]

To [Adjuster Name or Claims Department],

I am writing to formally request a status update regarding my pending auto collision claim referenced above. It has been [Number] days since the claim was filed, and I would like to know the current stage of the investigation and the estimated timeline for resolution.

Additionally, please find attached a copy of the official Police Report (Report No: [Insert Report Number]) issued by the [Name of Police Department]. I believe this document contains essential information regarding the determination of fault and the details of the incident to assist in your evaluation.

Please confirm receipt of this letter and the attached report. If there are any additional documents or actions required from my side to expedite this process, please notify me as soon as possible.

I look forward to hearing from you by [Insert Date]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Police Accident Report