

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]

[Date]

[Recipient Name/Insurance Adjuster Name]

[Insurance Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: Claim Update and Witness Statement Request

Claim Number: [Insert Claim Number]

Date of Incident: [Insert Date]

Claimant: [Insert Claimant Name]

Dear [Recipient Name],

I am writing to request a formal update regarding the status of the bodily injury claim referenced above. It has been [Insert Number] days since our last correspondence, and I would like to know the current stage of your investigation.

To assist in the accurate processing of this claim, I am also requesting copies of any written or recorded witness statements obtained during your investigation. Specifically, we require statements from the following individuals:

- [Witness Name 1]
- [Witness Name 2]

If you have not yet secured these statements, please provide an estimated timeline for when they will be completed. If there are any additional documents or information required from my end to move this process forward, please let me know immediately.

Thank you for your prompt attention to this matter. I look forward to receiving the requested updates and documentation by [Insert Date].

Sincerely,

[Your Signature]

[Your Printed Name]