

[Your Name]
[Your Job Title]
[Company Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Re: Status Update and Financial Documentation Request for Claim #[Claim Number]

Dear [Adjuster Name],

I am writing to formally request a status update regarding the business interruption claim filed on [Date of Loss] for [Company Name] under policy number [Policy Number].

To ensure the timely processing and accurate valuation of our loss of income, please provide a comprehensive list of all specific financial records, tax documents, or profit and loss statements required by your underwriting or claims department to finalize the assessment.

Additionally, please provide the following information:

- The current stage of the claim review process.
- An estimated timeline for the final determination.
- Contact information for any third-party forensic accountants assigned to this file.

We are prepared to submit the necessary documentation immediately upon receipt of your detailed list. Please provide this information in writing to [Email Address] or the mailing address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]