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

[Date]

[Claimant Name]
[Claimant Address]
[City, State, Zip Code]

RE: Status Update for Claim #[Claim Number]

Dear [Claimant Name],

We are writing to provide you with an update regarding the initial review of your claim submitted on [Submission Date].

At this time, your claim is currently **Under Review**. Our team is evaluating the documentation provided to ensure all necessary information is available to make a determination.

Current Status: [e.g., Pending Documentation / Documentation Received / Processing]

What to expect next:

- The initial review process typically takes [Number] business days.
- If additional information is required, a representative will contact you via [Phone/Email].
- Once the review is complete, you will receive a formal notification regarding the outcome.

You may check the status of your claim at any time by visiting our portal at [URL] or by calling our customer service line at [Phone Number].

Thank you for your patience.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]