[Date]

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

Re: Progress Update for Claim Number: [Claim Number]

Dear [Claimant Name],

I am writing to provide you with an update regarding the evaluation of your insurance claim. We are currently reviewing the documentation and information provided to ensure a thorough and accurate assessment.

At this time, we are in the process of:

- Reviewing [Specific Document/Report Name]
- Verifying [Specific Detail, e.g., repair estimates or medical records]
- Waiting for [Missing Information, if applicable]

We understand the importance of resolving this matter promptly. We expect to have a further update or a final determination for you by [Date].

If you have any new information or questions in the meantime, please feel free to contact me directly at [Phone Number] or [Email Address].

Thank you for your continued patience.

Sincerely,

[Adjuster Name]
[Title]
[Insurance Company Name]