[Date]

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

Subject: Status Update for Claim Number: [Claim Number]

Dear [Recipient Name],

This letter is to provide you with a periodic status update regarding your auto collision claim involving your [Year, Make, and Model of Vehicle].

Current Status: [In Review / Repair Phase / Waiting for Parts / Finalizing Settlement]

Recent Progress:
Since our last update, the following actions have been completed:
- [Detail 1: e.g., Inspection completed]
- [Detail 2: e.g., Estimate approved by adjuster]

Next Steps:
We are currently waiting for [Name of Requirement, e.g., final police report / supplement approval]. Once this is received, we will move forward with [Next Action].

Estimated Completion Date: [Date or "To be determined"]

We appreciate your patience during this process. If you have any questions or have received any new documentation from other parties involved, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title/Company Name]