

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Delay in Claim Processing - Missing Documentation

Dear [Applicant Name],

We are currently reviewing your claim regarding [Claim Reference Number/Type].

Upon initial review, we have determined that we cannot complete the processing of your claim because the following documentation is missing:

- [Document Name 1]
- [Document Name 2]
- [Document Name 3]

To avoid further delays or the potential denial of your claim, please submit these documents by [Deadline Date]. You may submit them via [Submission Method: Email/Online Portal/Mail].

Once the required information is received, we will resume the evaluation of your claim. Please allow [Number] business days for processing once the documents are submitted.

If you have already sent these documents, please disregard this notice. If you have any questions, you may contact our claims department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Department Name]

[Company Name]