

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Claim Number: [Insert Claim Number]

Policy Number: [Insert Policy Number]

Subject: Notice of Delay in Claim Processing - Pending Police Report

Dear [Insert Recipient Name],

We are writing to provide you with an update regarding the status of your insurance claim filed on [Insert Date of Loss].

At this time, we are unable to finalize the processing of your claim. Our review is currently pending the receipt and evaluation of the official police report related to the incident. This document is necessary to verify the facts of the loss and determine liability/coverage under the terms of your policy.

Please be assured that we have requested the report from the [Insert Police Department Name]. However, administrative processing times at the police department can vary, which has resulted in this delay.

We will continue to monitor the status of the report. Once it has been received and reviewed by our claims department, we will notify you of the next steps or our final decision.

If you have already obtained a copy of the police report, you may expedite this process by forwarding a copy to us via [Insert Email Address] or by uploading it to our member portal.

Thank you for your patience and cooperation.

Sincerely,

[Your Name/Company Representative]

[Your Title]

[Company Name]

[Phone Number]