

[Date]

[Claimant Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Extension for Internal Management Review

Claim Number: [Insert Claim Number]

Date of Original Filing: [Insert Date]

Dear [Claimant Name],

This letter is to inform you that the internal management review regarding your claim is currently in progress. We require additional time to complete a thorough evaluation of the information provided.

The delay is necessary due to: [Insert reason, e.g., volume of documentation, need for third-party verification, or technical complexity].

We anticipate that the review will be concluded by [Insert Date]. Once the review is finalized, we will notify you immediately of the outcome in writing.

We apologize for any inconvenience this delay may cause and appreciate your patience during this process. If you have any questions or additional information to submit, please contact [Contact Person/Department Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]