

[Sender's Name/Department]
[Organization Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Recipient's Name]
[Recipient's Address Line 1]
[City, State, Zip Code]

Subject: Acknowledgment of Appeal - Claim #[Claim Number]

Dear [Recipient's Name],

This letter is to confirm that we have received your appeal regarding the denial of your claim due to missing documentation. Your appeal was officially filed on [Date Appeal Received].

We have received the following additional documents provided with your appeal:

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

Our review committee is currently evaluating the submitted information to determine if it fulfills the requirements for your claim. This process typically takes [Number] business days. You will be notified in writing once a final decision has been reached.

If you have any questions or need to submit further information in the meantime, please contact us at [Phone Number] or [Email Address] and reference your claim number.

Sincerely,

[Signature]
[Typed Name]
[Title]