

[Date]

[Claimant Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Re: Acknowledgment of Final Level Appeal

Claim Number: [Claim Number]

Date of Service: [Date of Service]

Dear [Claimant Name],

This letter is to formally acknowledge that we have received your request for a Final Level Appeal regarding the claim referenced above. Your request was received on [Date Received].

Please be advised that this is the final stage of our internal grievance and appeals process. Our appeals committee will conduct a comprehensive review of all documentation provided, including any new information submitted with your request. This review will be performed by individuals who were not involved in the previous denials of this claim.

You can expect a written notification of our final decision within [Number of Days, e.g., 30 or 60] days of our receipt of your request. This decision will represent the final internal determination of [Company Name].

If you have any questions or wish to submit additional supporting documentation while the review is pending, please contact our Appeals Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Name of Representative]

[Title]

[Company Name]