

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Address]
[City, State, Zip Code]

Re: Follow-Up Request for Financial Documentation - Claim #[Claim Number]

Dear [Recipient Name],

I am writing to follow up on our previous request dated [Date of Original Request] regarding the outstanding financial documentation required to process the Business Interruption claim for [Business Name].

To complete our assessment of the loss of income, we still require the following documents:

- [Document Item 1, e.g., Profit and Loss Statements for Q3 and Q4]
- [Document Item 2, e.g., Monthly Sales Reports from Jan 2023 to Present]
- [Document Item 3, e.g., State and Federal Tax Returns for the previous year]
- [Document Item 4, e.g., Payroll records for the period of interruption]

Please submit these items by [Insert Date] to ensure there are no further delays in the evaluation and settlement of this claim. If any of these documents are unavailable, please provide a written explanation or alternative records that may support the claim.

You may send the files via [Email Address/Secure Portal] or by mail to the address listed above.

Thank you for your prompt attention to this matter. If you have any questions, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]