

## FINAL NOTICE

[Date]

[Recipient Name]

[Recipient Job Title]

[Business Name]

[Street Address]

[City, State, Zip Code]

**Subject: FINAL REQUEST for Documentation - Business Interruption Claim #[Claim Number]**

Dear [Recipient Name],

We are writing to follow up on our previous requests dated [Date of First Request] and [Date of Second Request] regarding the outstanding documentation required to process your business interruption claim.

To date, we have not received the following items:

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

Please be advised that this is our **final notice**. We require these documents to verify the loss of income and expedite the settlement of your claim. Failure to provide this information by [Deadline Date] may result in the following:

- Delay in claim processing and payment.
- Partial or full denial of the claim due to insufficient evidence.
- Administrative closure of your file.

Please submit the requested files via [Method of Submission: Email/Portal/Mail]. If you have already sent these documents, please contact us immediately to confirm receipt.

If you have any questions regarding this request, please contact your claims adjuster at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]