[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Company/Insurance Provider]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

**RE: Final Document Request and Claim Closure**
Claim Number: [Insert Claim Number]
Policy Number: [Insert Policy Number]
Date of Incident: [Insert Date]

Dear [Recipient Name],

I am writing regarding the status of the above-referenced claim. We are currently in the process of finalizing our files and require the following outstanding documents to complete the administrative requirements:

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

Please provide these documents no later than [Insert Date]. If these items are not received by this deadline, we will proceed with the closure of this claim based on the information currently on file.

Once the requested documentation is received and reviewed, we will issue the final settlement or official closure notice. If no further action is required from your side, please acknowledge this letter as a formal notice of intent to close the file.

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

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]