

[Date]

[Claimant Name]

[Claimant Address]

[City, State, Zip Code]

Subject: Acknowledgment of Claim Receipt - Claim Number: [Claim Number]

Dear [Claimant Name],

We are writing to formally acknowledge that we have received your claim filed on [Date Claim Filed] regarding [Brief Description of Incident/Issue].

Your claim has been assigned the following reference number: **[Claim Number]**. Please use this number in all future correspondence with us.

Our team is currently reviewing the documentation provided. We may contact you if additional information or evidence is required to process your request. We aim to provide a formal response or update by [Date/Timeframe].

If you have any immediate questions, please contact our claims department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Representative Name]

[Your Title]

[Company Name]