[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name or Department]
[Insurance Company or Agency Name]
[Company Address]

RE: Letter of Instruction - Request for Status of Claim Review

Claim Number: [Insert Claim Number]
Policy/Account Number: [Insert Number]
Date of Loss/Service: [Insert Date]

To Whom It May Concern,

I am writing to formally request a status update regarding the review of the above-referenced claim, which was submitted on [Date of Submission].

As of this date, I have not received a formal notification regarding the acceptance, denial, or pending status of this claim. Please provide the following information:

- The current stage of the review process.
- Any outstanding documentation or information required from my end.
- The expected timeframe for a final determination.

If the claim is still under investigation, please provide a written explanation for the delay as per standard regulatory timelines.

Please send all correspondence regarding this matter to my address listed above or via email at [Your Email]. Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]

[Your Printed Name]