

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Insurance Company Name]
[Insurance Company Address]
[City, State, ZIP Code]

Subject: Insurance Claim Disbursement Request - Policy No. [Policy Number]

Dear [Claims Adjuster's Name/Claims Department],
I hope this letter finds you well. I am writing to formally request the disbursement of my insurance claim related to [briefly describe the claim, e.g., "the damage to my property due to a recent storm"] that occurred on [date of incident].

As per our discussions and the supporting documentation submitted on [date of submission], I believe that all necessary requirements for the claim have been met.

Please find attached copies of the following documents for your reference:

1. Claim Form
2. Incident Report
3. [Any additional relevant documents]

I kindly request that you process the disbursement at your earliest convenience. If further information or additional documentation is required, please do not hesitate to contact me at the number or email listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]