

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Hospital Name]
[Company/Hospital Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Attention Required: Diagnosis Code Issue

I hope this letter finds you well. I am writing to bring to your attention an issue regarding the diagnosis codes associated with my recent medical claim (Claim Number: [Insert Claim Number]).

Upon reviewing the documentation provided for the services received on [Insert Date of Service], I noticed discrepancies in the diagnosis codes that may affect the processing of my claim. The codes listed were [Insert Incorrect Codes], while the appropriate codes should be [Insert Correct Codes].

I kindly request your assistance in rectifying this issue at your earliest convenience. Please let me know if you require any further information or documentation from my side to expedite the correction process.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]