

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an Explanation of Benefits (EOB) for my recent claim [Claim Number or Date of Service]. I would appreciate your assistance in providing the detailed breakdown of the benefits applied to this claim.

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

Sincerely,
[Your Name]