

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

FCA Claims Department

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

Subject: Follow-Up on Claim Submission - Claim Number [Claim Number]

Dear Claims Department,

I hope this letter finds you well. I am writing to follow up on my claim submitted on [Date of Claim Submission] regarding [brief description of the claim]. My claim number is [Claim Number].

As of today, I have not yet received an update on the status of my claim. I would appreciate it if you could provide me with any information regarding the current status and any additional documentation or steps that might be required from my side to expedite the process.

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

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]