Friendly message regarding claim status

Subject: Update on Your Claim

Hi [Customer's Name],

Just a quick note to let you know we're working on your claim submitted on [Date]. Our team is reviewing the details and we'll have an update ready for you soon.

Thanks for your patience while we handle the process. If you'd like to check in at any time, feel free to call or email us directly.

Kind regards,

[Your Name]

Customer Care Team

[Company Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/claim-response-letter-sample