

Requesting additional information for claim evaluation

Subject: Additional Information Required for Claim Processing

Dear [Claimant's Name],

We are reviewing your claim submitted on [Date] and require a few more details to proceed with the assessment. Kindly provide the following documents:

- [Required Document 1]
- [Required Document 2]
- [Required Document 3]

Please submit these documents by [Deadline Date] so we can continue processing without delay.

Once we receive the requested information, we will resume evaluation immediately.

We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

Claims Department

[Company Name]

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