

Sympathetic acknowledgment of sensitive claim

Subject: Our Condolences and Claim Acknowledgment

Dear [Claimant's Name],

We extend our deepest condolences for your loss reported on [Date]. We understand that this is a very difficult time for you and your family, and we want to assure you that your claim has been received and prioritized.

Our team is reviewing the necessary documents and will expedite processing to ensure that you receive support without unnecessary delay. Please do not hesitate to contact us if you need guidance through any step of the process.

Once again, our heartfelt sympathies are with you during this difficult time.

With respect and care,

[Your Name]

Claims Assistance Team

[Company Name]

Get more templates here:

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