

Insurance Claims Documentation Request Message

Subject: Documentation Request for Claim #[Claim Number]

Dear Claims Department,

I am following up on my insurance claim (#[Claim Number]) filed on [Date] regarding [brief description of incident/claim]. To support my claim, I am requesting copies of the following documentation from your files:

- Initial claim report
- Adjuster's assessment report
- Communication logs
- Settlement calculations (if applicable)
- Any photographs or evidence collected

Policy Information:

- Policy Number: [Number]
- Policyholder: [Name]
- Incident Date: [Date]

I need these documents to [reason - personal records, dispute resolution, legal proceedings, etc.].

Please send the documentation to my attention at [address/email].

If there are any restrictions on document release or if you require additional authorization, please inform me of the necessary steps. I am available at [phone number] for any clarification needed.

Thank you for your cooperation in this matter.

Sincerely,

[Your Name]

[Policy Number]

[Contact Information]

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