

October 1, 2024

Sent via [email/fax] to _____/USPS

[3rd party Adjuster Name]
[3rd party Insurance Company]
[Address Line 1]
[Address Line 2]

Re: [Your Name], Claim No. _____, DOL _____

Dear [3rd party Adjuster Name],

Thank you for your recent request for information about our client's injuries and treatment.

Our client is still treating. Once our client has reached medical stability, we will forward you medical records and bills, reports and documentations, and any other supportive evidence as part of our settlement demand package.

Our client has reached medical stability, and the treating physicians have released them to return-as-needed status. We are presently preparing a settlement demand.

If you require specific information for your file (i.e. Medicare status), please let me know and we will provide you with the necessary information.

Please contact me if you have any questions about this correspondence, or if you otherwise wish to discuss this case. Thank you for your professional attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Firm Name]