|  |  |
| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

I am writing this letter to request for the approval of expense coverage of my back surgery, which I recently went through on 5th July 2019.

After reviewing my policy details, as a member of ABC Insurance Ltd (Member ID: XXX), I believe I am entitled to the coverage of any sort of expenses associated with my medical treatments, including surgeries if I can provide the required documents and evidence.

I have been suffering from back pain issues for a few months and the doctor suggested the surgery as the only option. I am attaching all the relevant prescriptions and documents with this letter to support my case.

Kindly, process my request on an urgent basis as my hospital bills are still pending. I will be grateful to you. If you need any other information, you can contact me at [contact].

Regards,

William Watson.