

Insurance Correspondance



Insurance Correspondance

Keep track of every correspondence with your insurance company by filling out the worksheet below.

Claim Number	Date	Time	Name of Contact	Call Reference Number
Written Correspondence sent to:			Issue Discussed:	Outcome:

Claim Number	Date	Time	Name of Contact	Call Reference Number
Written Correspondence sent to:			Issue Discussed:	Outcome:

Claim Number	Date	Time	Name of Contact	Call Reference Number
Written Correspondence sent to:			Issue Discussed:	Outcome: