

Your claim follow-up

Use five short notes to prepare the next conversation.

1. My current question

Describe the one issue you need explained.

2. Insurance company and claim reference

Copy the reference from the company record, if available.

3. Last relevant contact

Name or department, date and what was discussed.

4. Document I am asking about

Name, date and who supplied it. Identify home or vehicle.

5. Next date or instruction

Record the instruction and who gave it. Mark unknown details clearly.

Keep this worksheet with your records. It does not file a claim or confirm coverage.
For urgent conditions, seek emergency help and use the insurer contact on your policy.
Office follow-up: 936 348 2688. Ask how to provide any requested documents.