

(Your Name)
(Your Address)
(Your City, State Zip)

Contents Project Review Office
P.O. Box 106169
Atlanta, GA 30348-6169

Re: Doan v. State Farm, Request for Reconsideration
Claim Number: (Insert **State Farm** Claim number here)

To Whom It May Concern:

On (insert date), I received a letter from State Farm denying my request for reconsideration. This letter from State Farm did not contain any explanation for the denial of my request. This letter also did not include a copy of my Contents Inventory Summary for the above mentioned claim number.

Therefore, I request that State Farm mail me a copy of the Contents Inventory Summary for my claim. Furthermore, I request that the basis for denying my claim be made in writing, and mailed to me at the address above.

Sincerely,

(Insert Name Here)