

Complaint Regarding Unauthorized Insurance Billing

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

I am writing to formally complain about an unauthorized billing charge that I have received from your company, related to my insurance policy [Policy Number].

On [Date of Charge], I noticed a charge of [Amount] on my account which I did not authorize. I believe this billing is a mistake as [explanation of the situation, e.g., services rendered not covered, overbilling, etc.].

I request that you investigate this matter and rectify any errors related to this charge. I would appreciate your prompt attention to this issue, and I look forward to your response confirming that this charge has been reversed.

Thank you for your assistance in resolving this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]