

# Grievance Letter to Insurance Company

**Your Name**

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

**To,**

**The Customer Service Manager,**

**[Insurance Company Name]**

**Company Address**

**City, State, Zip Code**

Subject: Grievance Against Insurance Agent Services

Dear [Customer Service Manager's Name],

I am writing to formally lodge a grievance regarding the services provided by my insurance agent, [Agent's Name], associated with policy number [Policy Number]. Despite my attempts to address the issue directly with the agent, I have not received a satisfactory resolution.

Details of the grievance are as follows:

- **Issue 1:** [Brief Description of Issue]
- **Issue 2:** [Brief Description of Issue]
- **Issue 3:** [Brief Description of Issue]

These issues have caused me significant distress and inconvenience. I request an investigation into this matter and a prompt response outlining the steps that will be taken to address my grievances.

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]