

Formal Grievance Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Insurance Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally lodge a grievance regarding the settlement issues I have encountered with my loan insurance policy, [Policy Number]. Despite multiple attempts to resolve this matter through customer service, I have not received a satisfactory outcome.

On [date], I submitted a claim related to [briefly explain the nature of the claim]. As per the policy terms outlined in my agreement, I expected a timely resolution. However, [explain the issue, e.g., delays, amount of settlement, lack of communication].

I kindly request that you review my case and provide a resolution to this issue at your earliest convenience. I have attached all relevant documents for your reference, including [list any attached documents, e.g., claim reference number, correspondences, etc.].

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

Sincerely,
[Your Name]