

Annual Premium Invoice Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about some discrepancies I noticed in my recent annual premium invoice dated [Insert Invoice Date].

Upon reviewing the invoice, I observed the following discrepancies:

- Item 1: [Description of discrepancy]
- Item 2: [Description of discrepancy]
- Item 3: [Description of discrepancy]

Could you please provide clarification on these items? I would appreciate your prompt attention to this matter so we can resolve it at the earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]