

Request for Breakdown of Annual Premium Charges

Date: [Insert Date]

To,

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a detailed breakdown of the charges related to my annual premium invoice for the policy number [Insert Policy Number].

Understanding the specific costs that contribute to my annual premium is important for my financial planning. I would greatly appreciate it if you could provide me with an itemized list of the charges including any applicable fees and the coverage details.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]