

Annual Premium Invoice Clarification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Insurance Company Contact/Customer Service],

I hope this message finds you well. I am writing to request clarification regarding the annual premium invoice I received for my policy ([Policy Number]) dated [Invoice Date].

Upon reviewing the invoice, I noticed some discrepancies, specifically [briefly describe any specific issues or questions regarding the invoice]. I would appreciate your assistance in clarifying these points at your earliest convenience.

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

Sincerely,

[Your Name]