

Premium Billing Adjustment Inquiry

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Company Name]

[Insert Company Address]

[Insert City, State, ZIP Code]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to inquire about a recent adjustment to my premium billing for policy number [Insert Policy Number]. I noticed a change in the amount due for the current billing cycle and would appreciate your assistance in clarifying the details surrounding this adjustment.

Specifically, I would like to understand the reasons for the adjustment and whether there were any changes in coverage or rates that prompted this update. Your prompt response would be immensely helpful as I aim to ensure my records are accurate and up-to-date.

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

Sincerely,

[Insert Your Name]

[Insert Your Address]

[Insert City, State, ZIP Code]

[Insert Your Contact Information]