

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Insurance Company Representative's Name],

I hope this message finds you well. I am writing to inquire about an error in the insurance payment associated with my policy number [Your Policy Number]. I noticed that the recent payment processed on [Date of Payment] is inconsistent with my expectations.

Specifically, I have been charged [Amount Charged] instead of [Expected Amount]. I would appreciate it if you could review this matter and provide clarification regarding the discrepancy.

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

Sincerely,

[Your Name]