

Overcharge Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager/Claims Manager],

I am writing to formally lodge a complaint regarding an overcharge on my recent insurance premium bill dated [insert date]. My policy number is [insert policy number].

Upon reviewing my bill, I noticed that the amount charged is significantly higher than my previous bills, which does not align with my expectations based on our agreement. Specifically, I was charged [insert amount] compared to the usual [insert previous amount].

I request a thorough review of my account and an explanation for this increase. If this charge was made in error, I would appreciate a prompt correction and a refund for the overcharged amount.

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

Sincerely,

[Your Name]