

# Formal Request for Annuity Payment Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a review of my annuity payment status. My annuity policy number is [Insert Policy Number], and it is with [Name of Annuity Provider].

Due to [briefly explain the reason for the review request, e.g., a discrepancy in payment amount, changes in financial circumstances, etc.], I believe it is necessary to reassess my current annuity payments.

I would appreciate it if you could provide me with the necessary information regarding this review process, and I am willing to provide any additional documentation you might need to facilitate this request.

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

Sincerely,

[Your Name]