

Inquiry Letter for Insurance Claim Amount Mismatch

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 [Insurance Adjuster's Name],

I hope this message finds you well. I am writing to formally inquire regarding the recent discrepancy I noticed in the settlement amount of my insurance claim, referenced under policy number [Insert Policy Number].

According to the documentation I received, the claim has been settled for [Insert Amount], however, my records indicate that the agreed-upon amount was [Insert Expected Amount]. I would appreciate your assistance in clarifying this discrepancy and providing any necessary documentation to support the settlement figure.

Thank you for your attention to this matter. I look forward to your prompt response and a resolution to this issue.

Warm regards,

[Your Name]