

# Insurance Hold Request

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Subject: Request to Place a Hold on Insurance Policy Due to Premium Dispute

Dear [Insurance Company Representative/Claims Department],

I hope this message finds you well. I am writing to formally request a hold on my insurance policy, with policy number [Insert Policy Number], effective immediately. This request is due to an ongoing dispute regarding the premium amount which has raised concerns about the validity of the charges being levied.

I believe that the premium amount currently being billed does not align with our agreed terms, and therefore, I am contesting this charge. In light of this dispute, I kindly ask that no actions be taken regarding my policy until we have resolved this matter satisfactorily.

Please acknowledge the receipt of this request and confirm that the requested hold has been placed on my policy. I look forward to your prompt response to ensure no interruptions in coverage during the reassessment of my premium.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]