

Request for Premium Adjustment Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the recent adjustment of my insurance premium for policy number [Insert Policy Number].

It has come to my attention that there has been a change in my premium amount, and I would appreciate it if you could provide detailed information on the factors that contributed to this adjustment.

Understanding the basis for this change is important to me, and I would like to ensure that all factors have been accurately considered.

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

Sincerely,

[Your Name]