

John Doe  
123 Main Street  
Cityville, ST 12345  
Email: johndoe@example.com  
Phone: (123) 456-7890  
Date: [Insert Date]

Customer Service  
[Insurance Company Name]  
[Insurance Company Address]  
[City, ST Zip Code]

Dear Customer Service,

I hope this message finds you well. I am writing to inquire about the adjustment of my health insurance policy (Policy Number: [Insert Policy Number]).

Recently, I reviewed my policy details and noticed some discrepancies that I would like to address. Specifically, I would like to discuss the following points:

- [Detail the first point of concern]
- [Detail the second point of concern]
- [Detail the third point of concern]

I would appreciate it if you could provide me with clarification regarding these issues and any steps I need to take to facilitate the adjustments.

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

Sincerely,  
John Doe