

Insurance Deduction Adjustment Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Insurance Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Claims/Customer Service Department],

I am writing to formally request an adjustment to my insurance deductions. My policy number is [Policy Number], and I have noticed discrepancies in the current deduction amount from my account.

Specifically, I believe that [briefly describe the issue, e.g., "The monthly premium has increased without prior notification" or "An incorrect amount has been deducted"]. I would appreciate it if you could review my account and provide clarification on this matter.

Enclosed are the relevant documents that support my request: [list any attached documents if applicable].

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

Sincerely,
[Your Name]
[Your Policy Number]