

# Insurance Commission Inquiry

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

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

Dear [Commissioner's Name],

I am writing to formally lodge a complaint regarding [briefly describe the issue, e.g., a delay in the processing of my insurance claim, policy cancellation, etc.]. My policy number is [Your Policy Number], and the claim number is [Claim Number].

Despite my numerous attempts to resolve this matter directly with [Insurance Company Name], I have not received a satisfactory response. The lack of communication and resolution has caused me considerable inconvenience and distress.

I kindly request your assistance in investigating this matter further and facilitating a resolution. I have attached all relevant documents for your reference.

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

Yours sincerely,

[Your Name]