

Letter of Clarification

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

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

Dear [Insurance Company Representative's Name],

I am writing to request clarification regarding some discrepancies I have noticed in my insurance documents related to policy number [Your Policy Number].

Specifically, I have observed the following errors:

- Error 1: [Description of the first error]
- Error 2: [Description of the second error]

Could you please provide clarity on these issues and inform me of the steps I should take to rectify them? I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]