

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Insurance Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about an issue I have encountered with my insurance policy, policy number [Policy Number]. It has come to my attention that there appears to be an error in the policy adjustments that were recently made.

Specifically, I noticed [briefly describe the error or issue]. I would appreciate it if you could provide clarification on this matter and let me know the steps that can be taken to correct this error.

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

Sincerely,

[Your Name]