

Letter Template for Annuity Insurance Policy Clarification Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Representative Name],

I am writing to request clarification regarding my annuity insurance policy, policy number [Insert Policy Number]. I have a few questions and concerns that I would appreciate your assistance with:

1. [Insert Question/Concern 1]
2. [Insert Question/Concern 2]
3. [Insert Question/Concern 3]

I would be grateful if you could provide detailed information regarding the above inquiries. If needed, I am available for a phone call or meeting to discuss this matter further.

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

Sincerely,

[Your Name]