

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 Agent's Name],

I hope this letter finds you well. I am writing to express my concern regarding the fees and charges associated with my insurance policy.

Upon reviewing my recent statements, I noticed several charges that seem unclear and excessive. I believe it is important for me to fully understand the basis for these fees, and I would appreciate any clarification you can provide regarding the following:

- Detailed breakdown of each fee applied to my account
- Reasons for any recent increases in charges
- Any additional fees I should anticipate in the future

As a loyal customer, I value transparency and communication. It is crucial for me to have a clear understanding of the financial implications of my policy. Please let me know a convenient time for us to discuss this matter or if you can provide the details in writing.

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

Sincerely,
[Your Name]