

# Letter of Complaint Regarding Insurance Billing Error

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

Insurance Company Name  
Company Address  
City, State, ZIP Code

Dear [Insurance Company Representative's Name],

I am writing to formally complain about a billing error that I believe has resulted in an overcharge on my insurance policy. My policy number is [Policy Number], and the incident in question occurred on [Date of Service].

Upon reviewing my billing statement, I noticed discrepancies that do not align with the agreed-upon coverage and rates detailed in the policy documentation. Specifically, I was charged [specific amount] for [specific service], while my policy clearly states that the charge should only be [correct amount].

I kindly request a thorough review of my account and an explanation for the overcharge. It is important to me that this matter is addressed promptly, and I would like to know what steps will be taken to rectify this issue.

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

Sincerely,  
[Your Name]