

Insurance Premium Dispute Letter

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]

Subject: Dispute of Overbilling on Insurance Premium

Dear [Insurance Company Representative's Name],

I hope this letter finds you well. I am writing to formally dispute an overbilling issue regarding my insurance premium for policy number [Your Policy Number]. I noticed that the premium charged for the period of [Billing Period] is significantly higher than what was quoted at the time of my policy purchase.

Upon reviewing my billing statement from [Month/Year], it appears that I have been charged [Amount Charged] while the agreed-upon amount was [Agreed Amount]. I believe this discrepancy may be due to [Reason for Dispute, e.g., a clerical error, a misunderstanding regarding policy coverage].

I kindly ask that you review my account and rectify this overbilling issue at your earliest convenience. I have attached copies of the relevant documents, including my policy agreement and the billing statements for your reference.

Thank you for your prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further information.

Sincerely,

[Your Name]