

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

Recipient Name
Recipient's Title
Insurance Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request a review of my recent insurance billing statement dated [insert date of statement]. It appears that there may have been an overbilling related to my policy number [insert policy number].

Upon reviewing my statements and associated documents, I noticed the following discrepancies:

- [Briefly describe the first discrepancy]
- [Briefly describe the second discrepancy]
- [Any additional discrepancies]

Given this information, I kindly ask for a detailed review of the charges applied to my account. I believe that a correction may be necessary based on the enclosed documentation.

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you require further information.

Thank you for your assistance.

Sincerely,
[Your Name]