

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company's Name]

[Insurance Company's Address]

[City, State, Zip Code]

Dear [Insurance Representative's Name],

I hope this letter finds you well. I am writing to request a detailed breakdown of the premium for my retirement benefits insurance plan, as I am in the process of reviewing my options and would like to understand the associated costs better.

My policy number is [Your Policy Number], and I would appreciate it if you could provide me with a clear outline of the premium amounts, payment schedules, and any potential changes or adjustments that may apply in the future.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,

[Your Name]