

Insurance Complaint Letter

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

Customer Service Department
Insurance Company Name
Company Address
City, State, Zip Code

Dear Customer Service Manager,

I am writing to formally express my dissatisfaction with the unresponsive customer service I have received from your company regarding my insurance policy (Policy Number: [Your Policy Number]). Despite my repeated attempts to contact your customer service department via phone and email, I have received little to no feedback concerning my queries.

[Briefly explain the issue you are facing, such as a claim not being processed, questions about your policy, etc.]

It is imperative that I receive prompt assistance to resolve this matter, as it directly affects my financial and personal well-being. I kindly request that you address these issues at your earliest convenience and provide me with a clear timeline for a resolution.

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

Sincerely,
[Your Name]