

# Letter of Correction: Misreported Coverage Information

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address an issue regarding misreported coverage information related to my account. Upon reviewing my recent statements, I noticed discrepancies that need immediate correction.

Specifically, the coverage details outlined in your recent correspondence dated [Date of Correspondence] indicate that [describe the misreported information]. This information is inaccurate, as my actual coverage is [describe the correct coverage information].

I request that you review this matter and update my records accordingly. Please confirm receipt of this letter and provide a timeline for when I can expect the corrections to be made.

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

Sincerely,

[Your Name]