

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Insurance Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the recent adjustment to our workplace insurance premium. Our company, [Your Company Name], is committed to understanding all aspects of our insurance costs, and we seek clarification regarding the basis for the recent changes.

Specifically, we would like to know:

- The reason for the adjustment in our premium.
- Any factors that may have influenced this change.
- What steps we can take to potentially lower our premium in the future.

We appreciate your assistance in this matter and look forward to your prompt response. Thank you for your attention.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]