

# Formal Request for Insurance Bill Summary

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

I am writing to formally request a summary of my insurance bills for the period of [Insert Time Period, e.g., January 2023 to October 2023]. I would appreciate it if you could provide me with a detailed account of all the bills, including any outstanding amounts and payment history.

My policy number is [Insert Policy Number]. If you need any further information to process this request, please do not hesitate to contact me at the phone number or email address provided above.

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

Sincerely,

[Your Name]