

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Insurance Company Name

Insurance Company Address

City, State, Zip Code

Dear [Insurance Company Name],

I hope this message finds you well. I am writing to inquire about my recent insurance billing statement dated [insert date of statement]. I have some questions regarding the charges and would appreciate your clarification on the following items:

- Charge 1: [description of charge]
- Charge 2: [description of charge]
- Charge 3: [description of charge]

Could you please provide a detailed explanation of these charges? Additionally, I would like to confirm whether these charges align with my coverage plan.

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

Sincerely,

[Your Name]