

Insurance Audit Clarification Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the recent insurance audit conducted on [Date of Audit]. During the audit, several points were raised that require further elucidation to ensure a comprehensive understanding and to address any potential discrepancies.

Specifically, we would appreciate clarification on the following items:

- [Specific Item 1]
- [Specific Item 2]
- [Specific Item 3]

We recognize the importance of accurate information for both parties and appreciate your assistance in resolving these matters promptly. If you require any further details from our side, please do not hesitate to reach out.

Thank you for your attention to this request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]