

Formal Complaint Regarding Inadequate Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Broker's Name]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Insurance Broker's Name],

I am writing to formally express my dissatisfaction with the service I have received from your company. Over the past [duration], I have encountered numerous issues, including [describe specific issues, e.g., lack of response, delays in processing claims, etc.].

Despite my attempts to resolve these issues through [describe the steps you took, e.g., phone calls, emails], I have not seen any improvement. This lack of attention and urgency has caused me significant [mention any inconvenience or financial strain].

I expect a prompt resolution to these concerns and a clearer communication regarding my insurance matters. Please contact me at your earliest convenience to discuss how this issue can be resolved.

Thank you for your attention to this matter.

Sincerely,

[Your Name]