

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Title
Insurance Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my concerns regarding the discrepancies I have encountered in the policy details presented to me by [Insurance Broker's Name]. Despite our previous discussions and their representations, I have noticed several inconsistencies in the terms and conditions of my insurance policy.

Specifically, the following issues require immediate clarification:

- Discrepancy in coverage limits as stated in the initial proposal versus the actual policy document.
- Inconsistent information regarding premiums and payment schedules.
- Omissions of certain benefits that were verbally promised during our consultation.

These discrepancies have caused considerable confusion and concern. I kindly request a thorough review of my policy and a prompt explanation addressing the aforementioned issues, along with corrective measures where necessary.

I appreciate your immediate attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,
[Your Name]