

# Formal Complaint Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Broker's Name]

[Broker's Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Formal Complaint for Breach of Contract**

Dear [Insurance Broker's Name],

I am writing to formally lodge a complaint regarding a breach of contract associated with the insurance policy that I took out with your agency on [Policy Start Date], policy number [Policy Number].

According to the agreement, [describe the specific terms that were breached, e.g., promised coverage, payment terms, etc.]. However, I have observed that [describe how the terms have been breached, including dates and specifics].

Despite my repeated attempts to resolve this matter through telephone calls and emails to your office on [dates of communication], I have not received a satisfactory response or any form of resolution.

As a result of this breach, I have faced [describe any consequences suffered, financial loss, lack of coverage, etc.], which I believe could have been avoided had the terms of our agreement been upheld.

Therefore, I request that you take immediate action to rectify this situation. I expect a written response by [give a specific date, e.g., within 14 days] outlining the steps that will be taken to address my concerns.

If I do not hear from you by this date, I may have no choice but to escalate this complaint to the relevant regulatory authorities and consider legal action to protect my rights.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]