

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

Recipient's Name  
Insurance Broker's Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction concerning the lack of response from your office regarding my recent inquiries about my insurance policy #[Policy Number]. Despite several attempts to reach out over the past [duration], I have yet to receive any meaningful communication or assistance.

As a client, I believe it is essential to have timely and effective communication with my insurance broker. The absence of a response is concerning and has left me uncertain about the status of my policy and coverage options.

I request an immediate response to my previous inquiries. I would appreciate your attention to this matter and hope for a resolution at your earliest convenience.

Thank you for your prompt attention to this issue.

Sincerely,  
[Your Name]