

# Formal Complaint Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Formal Complaint Regarding Failure to Provide Promised Insurance Coverage**

Dear [Insurance Company Representative's Name or "Customer Service"],

I am writing to formally complain about the failure of [Insurance Company Name] to provide the insurance coverage that was promised to me under policy number [Policy Number]. On [Date of Agreement], I was assured that I would be covered for [describe coverage], yet I have experienced [describe the issue or incident related to coverage].

Despite my numerous attempts to resolve this matter through phone calls and emails on [list dates of communication], I have not received any satisfactory response or resolution. This has caused me significant inconvenience and financial distress.

I request that you promptly investigate this matter and provide me with the coverage I was promised. Additionally, I expect compensation for any losses incurred due to this oversight. Please respond to this letter within [insert a specific time frame, e.g., 14 days] to avoid further escalation.

Thank you for your attention to this urgent matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]