

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Recipient Name

Recipient Title

Insurance Broker Company Name

Company Address

City, State, ZIP Code

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding the misleading information I received from your brokerage related to my insurance policy, reference number [Policy Number].

On [Date of Incident], I was advised by [Broker's Name], that [describe the misleading information]. This information was critical in my decision-making process, and I have since discovered that it was inaccurate. As a result, I have faced [describe any consequences of the misleading information].

I believe transparency and accurate information are essential in the insurance industry. I kindly request a thorough investigation of this matter and a formal response addressing my concerns. Additionally, I would appreciate any remedies you can offer to rectify this situation.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]