

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Complaint to an Insurance Company

Dear :

I am writing to register my complaint concerning the premium increases I have been experiencing for the past 60 days. Each time I receive an invoice, I notice that my premiums are steadily increasing by \$30.00. I am requesting a prompt investigation into this matter and a written response concerning this matter within 5 business days.

Sincerely,

N A M E