

[COMPANY]  
[ADDRESS1]  
[ADDRESS2]  
[CITY], [STATE], [ZIP]  
[PHONE]  
[FAX]  
[EMAIL]  
[WEBSITE]

Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name and Address)

Re: Complaint to Insurance Company

Dear \_\_\_\_\_:

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

Sincerely,

[COMPANY]  
By: \_\_\_\_\_

[NAME]

Its: \_\_\_\_\_