

Letter Regarding Insurance Company Error

This package contains:

1. Instructions & Checklist for Letter Regarding Insurance Company Error
2. Letter Regarding Insurance Company Error

Instructions & Checklist for Letter Regarding Insurance Company Error

- This package contains (1) Instructions & Checklist for a Letter Regarding Insurance Company Error; and (2) Letter Regarding Insurance Company Error;

- This form is designed to assist you in drafting a letter to notify an insurance company of an error and request a correction.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Ref: [Policy Number]

Dear [Name of Recipient]:

In reviewing my [Type of Insurance] policy, I noticed an error on my account.

I believe that I should have [Correct Information]. However, it appears that you have [Incorrect Information] listed on my policy information.

Please make the appropriate corrections as quickly as possible. If you need any further information or documentation from me, I would be happy to provide it upon request.

Thank you, in advance, for your prompt attention to this matter.

Sincerely,

[Your Name]

Enclosure