

Preliminary / Provisional Complaint Letter

Subject: Preliminary Notice of Complaint

Dear [Insurance Company Name],

I am writing to inform you of a potential issue with my claim under policy [Policy Number] submitted on [Date]. This letter serves as an initial notice of my concerns while I gather all relevant documentation.

I would appreciate acknowledgment of receipt and guidance on the next steps.

Sincerely,

[Your Name]

[Policy Number]

[Contact Information]

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