

Professional Complaint Letter

Subject: Complaint About Policy Miscommunication

Dear [Insurance Company Name],

I wish to formally complain about the miscommunication regarding my insurance policy [Policy Number]. The information provided to me at the time of purchase does not align with the current policy terms, leading to confusion and denied claims.

Please provide a written clarification and rectify any discrepancies. I request your acknowledgment and a timeline for resolution.

Sincerely,

[Your Name]

[Contact Information]

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