Your name

Street address

City, county, postcode

Date

Recipient name

Title

Insurance Company Name

Street address

City, county, postcode

Dear Recipient name:

I just received my annual bill for car insurance and nearly had a heart attack! Either I’ve been the victim of a computer error or you’ve increased my premium dramatically for no apparent reason. I’ve attached a copy of my recent bill for your review.

I’ve had no change in my car usage or driving record during the past calendar year and cannot imagine any justification for such an increase to my premium. As a long-time Insurance Company Name customer, I am very concerned about this notice. I understand the necessity for price increases, but percent increase percent?

I hope that this increased premium was merely a computer error. Please contact me within five working days to confirm the correct premium. If I don’t hear from you, I’ll take my business to a company whose rates are competitive compared to the rest of the industry.

Yours sincerely,

Your Name

Enclosure