**[Your Name]**

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

Subject: Complaint regarding [issue] with Policy Number [policy number]

**[Insurance Company Name]**

[Address]

[City, State ZIP Code]

Dear **[Insurance Company Name]**,

I'm writing to express my dissatisfaction with the service I received from your firm regarding my insurance policy **[policy number]**.

On **[date]**, I filed a claim for **[explain the incident or loss that happened, such as an accident, theft, or property damage]** and provided all necessary evidence and information. Regardless, I have yet to obtain **[a decision/payment/resolution]** on my claim. **[If appropriate, include further details concerning the claim process, such as the name of the agent you've been in contact with, the time elapsed, lack of communication, and so on.]**

This is inappropriate and violates **[mention any applicable laws or corporate regulations]**.

I humbly urge that **[insurance company name]** resolve this issue as soon as possible and provide me with an update on my claim. Please look into this situation and reply as quickly as possible.

Thank you for taking the time to look into this.

Sincerely,

**[Your Name]**

**Maintaining all original material, making copies, and keeping track of all corporate communications are vital. Also, avoid any personal attack or vulgarity in the letter and adopt a kind and respectful tone. Following the company's complaint procedure, and if no resolution is found, policyholders may seek the assistance of their state's insurance commissioner.**