

# Sample Complaint Letter for Insurance Billing Discrepancy

This document provides a **sample complaint letter for insurance billing discrepancy**, designed to help policyholders effectively communicate issues related to incorrect or unexpected charges on their insurance statements. The letter clearly outlines the billing error, requests a thorough review and correction, and seeks timely resolution to ensure accurate billing. Using this template assists in maintaining clear communication with the insurance company and helps protect the insured's financial interests.

## Sample Letter

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Insurance Company Name]  
[Billing/Claims Department]  
[Company Address]  
[City, State, ZIP Code]

### Subject: Complaint Regarding Insurance Billing Discrepancy

Dear Sir or Madam,

I am writing to formally bring to your attention a billing discrepancy I have recently noticed on my insurance statement dated [Statement Date], for policy number [Your Policy Number].

Upon reviewing my statement, I noticed an unexpected charge of [Amount/Description of Error] which I believe is incorrect because [briefly explain the reason, e.g., "the service was not provided," "it was previously paid," or "the correct copay should be..."]. I have attached copies of related documents, including my statement, payments made, and correspondence for your reference.

I kindly request a thorough review and correction of this billing error. Please provide a detailed explanation of the charges in question and adjust the statement if appropriate. I would appreciate your prompt attention to this matter to ensure my records and payments remain accurate.

Should you require any further information, please contact me at [Your Phone Number] or [Your Email Address]. I look forward to your immediate response and a satisfactory resolution.

Sincerely,  
[Your Name]