

Letter to Request a Correction of a Policy Error

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

I finalized my policy with you last week the reference number of which is #123456. I was told that a written confirmation will be sent to me with some necessary documents. I have received that confirmation letter; however, I am confused to see the policy details that are attached. As far as I understood, according to the policy that I chose, the company was supposed to make 100% reimbursement but these documents say that reimbursement will be 60%. I turned over pages to see if it was a misprint but everywhere 60% was mentioned. I am suspecting this has happened by mistake as according to the policy that I took, the reimbursement cannot be 60%. Kindly look into this matter and fix this problem so that we may avoid any conflicts in the future. Thank you!

Sincerely,

[Your Name]

[Your Title] -Optional-