

Complaint Letter about Insurance Policy Cancelled by Company

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

I received your letter yesterday. I thought it was about the installment that I have to make this month but to my utter disbelief, it was my insurance policy cancellation letter. How could it even happen? My policy was a lifetime policy and I have to pay until ...]. Moreover, I could not understand the reason for cancellation. The letter says I have violated the policies of the company while I cannot recall any violation on my part. The policy no. which I have violated is given which are #6 but the policy details are not mentioned. Because I don't have the policy details document with me at the moment I can't read what the rule #6 is about. But as I read all the documents in detail before taking the policy I can say with certainty that I have not violated any rule of the company. Regarding yesterday's letter, I want you to make a clear statement regarding why the cancellation has been made. I am suspecting it was by error. Kindly provide me with a detailed written statement about the cancellation within a week so that I may see my mistake and in the case it was an error on your part you could compensate for it by resuming my policy. I shall be grateful to you for that. Thank you!

Sincerely,

[Your Name]

[Your Title] -Optional-