

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

Customer Service Department  
Zurich [Insurance Company/Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Complaint Regarding [Specify Issue]

I am writing to formally complain about [brief description of the issue].  
[Provide details of the situation, including dates, names of people  
involved, and any relevant reference numbers].

I believe that [explain why you are dissatisfied and what you expected].

I would appreciate your prompt attention to this matter and a resolution  
to my complaint. You can contact me at [your phone number] or [your email  
address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]