

Beneficiary Insurance Policy Documentation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

I am writing to formally request documentation regarding the insurance policy held by [Policyholder's Name], who is [Specify Relationship, e.g., my parent, spouse].

The details of the policy are as follows:

- Policy Number: [Insert Policy Number]
- Policyholder Name: [Insert Policyholder's Name]
- Date of Birth: [Insert Date of Birth]

I would appreciate it if you could send me the relevant policy documents and any information regarding the beneficiary status at your earliest convenience.

Thank you for your assistance with this matter. Please feel free to contact me via the phone number or email listed above if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]