

Tenant Insurance Policy Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company's Name]

[Insurance Company's Address]

[City, State, Zip Code]

Dear [Insurance Company Contact/Department Name],

I am writing to formally request the transfer of my tenant insurance policy from [Old Address/Policy Number] to my new address at [New Address], effective [Transfer Date].

Policy Details:

Policy Number: [Your Policy Number]

Current Address: [Old Address]

New Address: [New Address]

Please let me know if you require any additional information or documentation to process this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]