

Appeal Letter for Insurance Policy Transcript

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

I am writing to formally appeal for a copy of my insurance policy transcript associated with policy number [Insert Policy Number]. I previously requested this document on [Insert Request Date], but I have yet to receive it.

As a policyholder, it is crucial for me to have access to this information for [reason for needing the transcript - e.g., financial planning, loan application, etc.]. I kindly ask for your assistance in expediting this request.

If any further information is required, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]