

Application for Copy of Insurance Policy

Date: [Insert Date]

To,

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

Subject: Request for a Copy of Insurance Policy

Dear Sir/Madam,

I hope this message finds you well. I am writing to request a copy of my insurance policy.

Policyholder Name: [Your Full Name]

Policy Number: [Your Policy Number]

Date of Birth: [Your Date of Birth]

Address: [Your Full Address]

I would appreciate it if you could send me a copy of my insurance policy at your earliest convenience. If there are any forms or fees required for this request, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]