

# Letter of Demand for Insurance Policy Records

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 Contact Name],

I am writing to formally request the records associated with my insurance policy, [Policy Number], which I hold with your company. It is crucial for me to obtain these documents for my personal records and to ensure that all details are accurate and up to date.

As per the provisions of the policy and relevant regulations, I kindly ask that you provide the necessary documents no later than [Insert Deadline Date]. The records I am specifically interested in include:

- Policy declaration page
- Account statements
- Any correspondence related to my policy

Please send the requested documents to my address listed at the top of this letter or to my email at [Insert Email]. Should you have any questions or need further information, feel free to contact me at your convenience.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]