

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I hope this letter finds you well. I am writing to formally request copies of my insurance policy documents for my records.

Details of my policy are as follows:

- Policy Number: [Your Policy Number]
- Type of Insurance: [Type of Insurance]
- Insured Name: [Your Name]

Kindly send the requested copies to the address mentioned above or to my email address listed in this letter.

Thank you for your prompt attention to this matter. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]