

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Insurance Company Name

Company Address

City, State, Zip Code

Dear [Insurance Company Representative's Name],

I am writing to formally request a certified copy of my insurance policy with your company. My policy number is [Policy Number], and it was issued on [Issue Date].

The certified copy is required for [explain the reason, e.g., loan application, legal purposes, etc.]. I would appreciate it if you could expedite this request as I need the document by [specific date if applicable].

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

Sincerely,

Your Name