

Request for Insurance Certificate and Policy Copy

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],

I am writing to request a copy of my insurance certificate and the policy document for my account with your company. My policy number is [Insert Policy Number].

Due to [reason for the request, e.g., applying for a loan, for personal records, etc.], I require these documents at your earliest convenience. Please send them to the address listed above or to my email at [Insert Email Address].

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

Sincerely,

[Your Name]