

Letter of Marital Status Amendment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request an amendment to my marital status as documented in my policy with [Insurance Company/Organization Name]. My policy number is [Policy Number].

As of [Date of Marital Status Change], my marital status has changed from [Previous Marital Status] to [New Marital Status]. I kindly ask that you update your records accordingly.

Please find attached any necessary documentation to support this change, including [list any relevant documents, e.g., marriage certificate, divorce decree, etc.].

If you require any further information or additional documentation, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]