

Update of Relationship Status

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Dear [Insurance Representative's Name],

I am writing to formally request an update to my relationship status in your records. My name is [Your Name], and my policy number is [Your Policy Number].

Due to [reason for update, e.g., marriage, divorce, etc.], my relationship status has changed, and I would like to ensure that all my records are accurate. Please update my relationship status to [New Relationship Status].

If you require any additional documentation to proceed with this change, please let me know. I can be reached at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]