

Request for Insurance Premium Tax Documentation

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request documentation regarding the insurance premium tax for my policy with [Insurance Company Name], policy number [Policy Number].

To assist with my records and ensure compliance with tax regulations, I would appreciate your assistance in providing the necessary documentation at your earliest convenience.

Thank you for your attention to this matter. Please let me know if you need any further information from my side.

Sincerely,

[Your Name]