

To: [Insurance Company Name]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Subject: Request for Activation of Goods-in-Transit Insurance

Dear [Insurance Company Representative's Name],

I am writing to formally request the activation of goods-in-transit insurance for our upcoming shipment scheduled for [Insert Date of Shipment]. The details of the shipment are as follows:

- **Sender:** [Sender's Information]
- **Receiver:** [Receiver's Information]
- **Description of Goods:** [Description]
- **Shipment Value:** [Value]
- **Transport Method:** [Transport Method]

Please confirm the activation of the insurance at your earliest convenience, and do not hesitate to reach out should you require any additional documentation or information to process this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]