

# Coverage Change Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

## **Subject: Request for Change in Coverage**

Dear [Insurance Provider's Name or Customer Service Team],

I hope this letter finds you well. I am writing to formally request a change in my current coverage under policy number [Your Policy Number]. After reviewing my policy and assessing my current needs, I would like to adjust my coverage to better suit [briefly explain reason for change, e.g., "my growing family" or "new business venture"].

I would like to request the following changes:

- [Specify Change 1]
- [Specify Change 2]
- [Specify Change 3]

I believe these adjustments will provide me with the tailored coverage necessary for my situation. Please let me know if you require any further information or documentation to process this request.

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

Sincerely,

[Your Name]