

Follow-Up on Temporary Insurance Extension Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my request for a temporary extension of my insurance policy submitted on [Insert Date of Original Request]. As my current coverage is set to expire on [Insert Expiration Date], I wanted to check on the status of my request and see if there is any additional information you may need from my end to expedite the process.

Understanding that you may be busy, I would greatly appreciate any updates you can provide regarding the consideration of my request. Your assistance in this matter is crucial and highly valued.

Thank you for your attention to this matter. I look forward to hearing back from you soon.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]