

# Request for Insurance Policy Extension

Date: [Insert Date]

To,

[Insurance Company Name]  
[Insurance Company Address]  
[City, State, Zip Code]

Dear [Insurance Agent's Name],

I hope this letter finds you well. I am writing to formally request an extension of my insurance policy, [Policy Number], due to special circumstances that have arisen that necessitate my need for continued coverage.

Due to [briefly explain the special circumstances, e.g., unexpected health issues, financial difficulties, etc.], I am unable to proceed without an extension of my current policy. Understanding the importance of maintaining [mention the type of coverage, e.g., health, auto, property], I believe that extending my policy duration will provide me the necessary support during this challenging time.

I kindly ask you to consider my request favorably and inform me of any documentation you may require to facilitate this extension. I am willing to comply with any procedures to ensure my coverage remains uninterrupted.

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

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]