

Inquiry Regarding Temporary Insurance Policy Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I hope this message finds you well. I am writing to inquire about the possibility of temporarily extending my current insurance policy, [Policy Number], which is set to expire on [Expiration Date].

Due to [brief explanation of the reason for the extension, e.g., "a delay in processing my new policy"], I would like to understand my options for a temporary extension. I would appreciate any information regarding the extension duration, associated costs, and any necessary documentation required to proceed.

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

Sincerely,

[Your Name]