

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Policy Clarification

Dear [Insurance Company Contact Name],

I hope this message finds you well. I am writing to request clarification regarding my insurance policy, [Policy Number], which I have held since [Policy Start Date].

There are specific terms and coverage details that I find unclear and would appreciate your assistance in explaining. Specifically, I would like to understand [list specific terms/sections you need clarification on].

Thank you for your attention to this matter. I look forward to your prompt response so that I can ensure I fully understand my policy and coverage.

Sincerely,

[Your Name]