

Policy Rider Addition 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]

Dear [Insurance Company Representative's Name],

I am writing to formally request the addition of a policy rider for the term conversion option to my existing insurance policy, Policy Number [Insert Policy Number].

As I consider my future coverage needs, I believe that having the term conversion option will provide greater flexibility and security for my insurance planning.

Please let me know the necessary steps to complete this addition, as well as any implications this may have on my current policy premiums. I would appreciate your prompt attention to this request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]