

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Premium Installment Change

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a change in the premium installment plan for my policy, number [Policy Number]. Due to [brief explanation of the reason, e.g., financial circumstances, change in income, etc.], I would like to modify my current payment schedule.

Specifically, I would like to explore options for [mention any specific requests, e.g., monthly payments instead of quarterly, adjusting the installment amount, etc.]. I believe this change would enable me to continue my coverage without interruption.

Thank you for considering my request. I look forward to your prompt response and any guidance you may provide regarding the next steps.

Sincerely,

[Your Name]