

Inquiry Regarding Policy Coverage Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance 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 extending the coverage on my current insurance policy, [Policy Number], which is set to expire on [Expiration Date].

Given some recent changes in my circumstances, I would like to understand the options available regarding coverage extension, including any potential adjustments to my premium and the terms of the extended coverage.

Could you please provide me with any relevant information and the necessary steps I need to take to proceed with this request?

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

Sincerely,

[Your Name]