

Insurance Policy Coverage Extension Request

[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 am writing to formally request an extension of coverage for my insurance policy, #[Policy Number]. Due to [reason for request], I would like to discuss the possibility of extending my coverage period.

I appreciate your assistance in this matter and look forward to your prompt response. Should you need any further information or documentation, please do not hesitate to reach out.

Thank you for your attention to this request.

Sincerely,

[Your Name]