

Request for Cargo Insurance Certificate

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I am writing to request a cargo insurance certificate for our upcoming shipment of [brief description of goods] scheduled for [insert shipment date]. The shipment will be transported from [origin] to [destination].

Please find below the details of the shipment:

- Policy Number: [Insert Policy Number]
- Insured Amount: [Insert Amount]
- Mode of Transport: [Insert Mode]
- Estimated Value of Goods: [Insert Value]
- Shipping Company: [Insert Company Name]
- Departure Date: [Insert Date]

We appreciate your prompt attention to this matter, as we require the certificate before the shipment date. Should you need any additional information, please feel free to contact me directly.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]