

International Insurance Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

I hope this message finds you well. I am writing to formally request adjustments to my insurance policy (Policy Number: [Insert Policy Number]) due to [briefly explain the reason for the changes, e.g., changes in coverage needs, relocation, etc.].

Specifically, I would like to request the following adjustments:

- [Detail 1 of the requested change]
- [Detail 2 of the requested change]
- [Detail 3 of the requested change]

I believe these adjustments will better align my policy with my current situation and needs. Please let me know if there are any forms or documents that I need to provide to facilitate this request.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]