Collateral Protection Insurance Request

Date: [Insert Date]
To: [Insurance Company Name]
Address: [Insurance Company Address]
City, State, Zip Code: [Insurance Company City, State, Zip]
Dear [Insurance Agent's Name],
I am writing to formally request Collateral Protection Insurance for my vehicle with the following details:
 Vehicle Make: [Insert Vehicle Make] Vehicle Model: [Insert Vehicle Model] VIN: [Insert Vehicle Identification Number] Loan Account Number: [Insert Loan Account Number]
This insurance is required as part of my loan agreement, and I would appreciate your assistance in processing this request as soon as possible.
Please let me know if you need any further information or documentation to expedite this request.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]