

Request for Change in Insurance Policy Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Change in Insurance Policy Terms

Dear [Insurance Company Representative's Name],

I hope this letter finds you well. I am writing to formally request a change in the terms of my insurance policy, [Policy Number], which is currently under review. I would like to discuss the following changes:

- [Specific Change #1]
- [Specific Change #2]
- [Specific Change #3]

These changes are important to me because [insert reason for changes]. I believe that these modifications will better suit my current needs and situation.

I kindly request that you review my proposal and provide feedback or confirm the changes at your earliest convenience. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]