

# Insurance Renewal Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 confirmation regarding the renewal of my insurance policy, [Policy Number], which is set to expire on [Expiration Date].

To ensure that I have uninterrupted coverage, I would appreciate if you could provide me with the details concerning the renewal process, any changes in premiums, and the necessary documentation required from my side.

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

Sincerely,

[Your Name]