

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I am writing to formally request temporary insurance coverage for my policy number [Your Policy Number]. Due to [reason for request, e.g., a pending property sale, travel plans], I would like to ensure my possessions are protected during this time.

Specifically, I would like to request coverage from [start date] to [end date]. Please let me know if you require any additional information or documentation to process this request.

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

Sincerely,

[Your Name]