

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Insurance Company Name]  
[Insurance Company Address]  
[City, State, ZIP Code]

Subject: Request for Insurance Claim Records

Dear [Insurance Representative's Name],

I hope this message finds you well. I am writing to formally request copies of my insurance claim records associated with policy number [Your Policy Number]. The details of the claims are as follows:

- Claim Number: [Claim Number 1]
- Claim Number: [Claim Number 2]
- Date of Incident: [Date]

As part of my ongoing record management and for personal reference, I would appreciate it if you could provide the requested documents at your earliest convenience. If you require any additional information or verification, please do not hesitate to contact me using the information listed above.

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

Sincerely,  
[Your Name]