

# Assignment Request for Insurance Agent Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Agent's Name],

I am writing to formally request your services as my insurance agent. After conducting thorough research, I believe that your expertise aligns perfectly with my insurance needs.

I am specifically looking for assistance with [mention specific insurance type, e.g., auto, life, health insurance], and I would appreciate your guidance in navigating the options available to me.

Please let me know a convenient time for us to discuss this matter further. I look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]