

Request for Insurance Policy Transfer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

I am writing to formally request the transfer of my insurance policy, [Policy Number], currently under my name, [Your Name]. I would like to transfer this policy to [New Owner's Name] due to [brief reason for transfer].

All necessary documentation and information required for this transfer are enclosed with this letter. Please let me know if there are any additional steps I need to follow or any forms that need to be completed.

I appreciate your assistance in this matter and 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]