

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

Insurance Company Name  
Claims Department  
Company Address  
City, State, ZIP Code

Dear [Insurance Company Name],

I hope this message finds you well. I am writing to formally request the backdating of my auto insurance policy (Policy Number: [Your Policy Number]).

Due to [brief explanation of the reason for the backdating request, e.g., a misunderstanding, recent vehicle purchase, etc.], I believe it is appropriate to adjust the start date of my policy to [desired backdate].

I appreciate your consideration of my request and look forward to your prompt response. Please do not hesitate to contact me if you require any additional information.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]