

Marine Insurance Documentation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the necessary documentation related to our marine insurance policy [Policy Number] issued on [Policy Start Date].

Specifically, we would like to obtain the following documents:

- Certificate of Insurance
- Policy Terms and Conditions
- Any recent endorsements

Please send the requested documents to my attention at your earliest convenience. If you need any further information or clarification, do not hesitate to reach out.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]