

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Insurance Company's Name

Insurance Company's Address

City, State, Zip Code

Dear [Insurance Agent's Name],

I am writing to formally request an inquiry regarding my insurance account. My policy number is [Your Policy Number], and I would like to obtain information about the current status, coverage details, and any outstanding balance on my account.

Please provide me with the relevant details at your earliest convenience. You can reach me via the contact information provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]