

Policy Recall Insurance Information Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Insurance Company Representative],

I am writing to formally request information regarding the recall of my insurance policy, number [Policy Number], issued on [Issue Date]. I would appreciate if you could provide me with the details surrounding this recall, including the reasons and any necessary actions I need to undertake.

Please let me know if you require any further information from my end to facilitate this request. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]