

Insurance Hold Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request a hold on my insurance policy #[Insert Policy Number] due to [briefly explain the reason, e.g., financial hardship, temporary absence, etc.].

I appreciate your understanding and assistance with this matter, and I would like to know what steps I need to take to initiate and maintain this hold. Please let me know if you require any further information from my side.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]