

# Insurance Hold Request for Service Interruption

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 [Insurance Company Representative's Name],

I hope this message finds you well. I am writing to formally request an insurance hold due to a service interruption affecting my coverage, policy number [Insert Policy Number].

On [Insert Date of Incident], I experienced a disruption in service that has resulted in [briefly describe the nature of the interruption]. I kindly ask that you place a hold on my insurance policy until this issue has been resolved.

Please let me know if you require any additional information or documentation to process this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]