

Request to Modify Insurance Coverage

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

I hope this letter finds you well. I am writing to formally request a modification to my current insurance policy (Policy Number: [Insert Policy Number]) to include my spouse, [Spouse's Name], as an additional covered individual.

Since our marriage on [Insert Marriage Date], it has become essential to include my spouse in our insurance coverage to ensure comprehensive protection for our family. I kindly ask for your assistance with this modification at your earliest convenience.

Should you require any additional information or documentation to process this request, please feel free to contact me at [Your Phone Number] or [Your Email]. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]