

# Letter Requesting Spousal Inclusion in Insurance Policy

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 Agent's Name],

I hope this letter finds you well. I am writing to formally request the inclusion of my spouse, [Spouse's Name], as a beneficiary on my current insurance policy with the policy number [Insert Policy Number].

As we have recently [provide reason for the inclusion, e.g., gotten married, entered a domestic partnership], I believe it is essential to ensure that my spouse is covered under my policy to provide additional financial security for our family.

Please let me know the necessary steps to proceed with this request and any documentation that I may need to provide. I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]