

Insurance Evaluation Report Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Insurance Evaluation Report

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an insurance evaluation report for our commercial property located at [Property Address]. This evaluation is essential for our upcoming policy renewal and to ensure adequate coverage.

Please include detailed information regarding the current market value, any existing risks, and recommendations for coverage enhancements.

We would appreciate your prompt attention to this matter and look forward to receiving the evaluation report by [Insert Deadline]. Should you require any further information to facilitate this request, please do not hesitate to reach out to me directly.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]