

# Transfer Request for Variable Interest Insurance Policy

Date: [Insert Date]

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

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

Subject: Request for Transfer of Variable Interest Insurance Policy

Dear [Recipient's Name],

I am writing to formally request the transfer of my variable interest insurance policy, bearing the policy number [Insert Policy Number], from [Current Insured Name] to [New Insured Name]. This request is made in accordance with the terms and conditions outlined in the policy agreement.

Details of the policy are as follows:

- Policy Number: [Insert Policy Number]
- Current Insured Name: [Insert Current Insured Name]
- New Insured Name: [Insert New Insured Name]
- New Insured Address: [Insert New Insured Address]

Attached to this letter, you will find all necessary documentation to process this request, including:

- A completed transfer form
- Proof of identity for both the current and new insured
- Any additional documents as specified in your guidelines

I appreciate your prompt attention to this matter, and I look forward to your confirmation of this transfer request. If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,  
[Your Name]