

# Letter of Insurance Policy Transfer Request

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

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

Dear [Insurance Company Representative's Name],

I am writing to formally request the transfer of the insurance policy for [Business Name], policy number [Policy Number], due to an acquisition by [Acquiring Business Name]. The acquisition is set to take effect on [Effective Date of Acquisition].

As part of the acquisition process, we would like to ensure that all necessary insurance coverage is retained and transferred to [Acquiring Business Name]. Please let us know the requirements and documentation needed for this transfer to take place seamlessly.

We appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]  
[Your Position]  
[Your Company Name]