

Insurance Policy Transfer Request for Divorce Settlement

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]

Subject: Request for Transfer of Insurance Policy

Dear [Insurance Company Representative's Name],

I am writing to formally request the transfer of the insurance policy numbered [Policy Number] as part of my divorce settlement from my ex-spouse, [Ex-Spouse's Name]. Following the terms set forth in the divorce decree dated [Divorce Decree Date], I am entitled to the transfer of the mentioned policy.

Please find attached the necessary documentation, including a copy of the divorce decree and the identification details for both parties involved.

I kindly ask you to initiate the transfer process at your earliest convenience and confirm once the transfer has been completed. If there are any forms or additional information you require, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]