

# Insurance Policy Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Mortgage Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Mortgage Lender's Name],

I am writing to formally request the transfer of my insurance policy for the property located at [Property Address] to [New Insurance Company Name]. My current policy number is [Policy Number].

This transfer is necessary due to [brief reason for transfer, e.g., better coverage, competitive rates]. I kindly ask you to facilitate this transfer and update your records accordingly.

Please let me know if there are any forms or additional information you require from my side to expedite this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]