

Insurance Policy Transfer Request Letter

Date: [Insert Date]

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

Subject: Request for Transfer of Insurance Policy Ownership

Dear [Insurance Company Representative's Name],

I, [Your Name], am the current policyholder of insurance policy number [Policy Number]. I am writing to formally request the transfer of ownership of the above-referenced policy.

The details of the new policyholder are as follows:

- Name: [New Owner's Name]
- Address: [New Owner's Address]
- Contact Number: [New Owner's Phone Number]

Enclosed with this letter are the required documents to support the transfer process:

- Completed Ownership Transfer Form
- Copy of Current Policy Document
- Identification Proof of Current and New Policyholder

I kindly request you to process this transfer at your earliest convenience and confirm the successful change of ownership.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,
[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Phone Number]