

# Request for Insurance Cost Estimates

Date: [Insert Date]

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

To: [Recipient's Name]  
[Insurance Company Name]  
[Insurance Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a cost estimate for insurance coverage for our company, [Your Company Name]. We are in the process of evaluating our insurance options and would appreciate your assistance in providing an estimate for the following coverage:

- General Liability Insurance
- Professional Liability Insurance
- Property Insurance
- Workers' Compensation Insurance

Please include details on coverage limits, deductibles, and any available discounts. We are looking to make a decision by [Insert Decision Date], so any assistance you can provide before then would be greatly appreciated.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]