

Request for Inclusion in Auto Insurance Policy

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]

Dear [Insurance Agent's Name],

I am writing to formally request the inclusion of [specific coverage or individual, e.g., "my spouse, John Doe," or "comprehensive coverage"] in my current auto insurance policy, policy number [insert policy number].

Additionally, I would like to ensure that all necessary provisions and adjustments are made following this inclusion. If there are any additional documents or information needed from my end, please let me know. I am eager to provide everything required to expedite this process.

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

Sincerely,

[Your Name]