

Insurance Policy Inclusion Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Insurance Company's Name]

[Insurance Company's Address]

[City, State, ZIP Code]

Dear [Insurance Agent's Name],

I am writing to formally request the inclusion of my rental property located at [Rental Property Address] in my current insurance policy with policy number [Your Policy Number].

This property is a vital part of my rental portfolio, and securing it under my existing insurance coverage is important to me. Please let me know the necessary steps and any additional information or documentation required to process this request.

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

Sincerely,

[Your Name]