

Insurance Policy Inclusion Request

Date: [Insert Date]

To,

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Inclusion in Travel Insurance Policy

Dear [Insurance Provider's Name or Customer Service],

I hope this message finds you well. My name is [Your Name] and I am writing to request the inclusion of additional coverage in my current travel insurance policy.

Details of my policy are as follows:

- Policy Number: [Your Policy Number]
- Insured Person: [Your Name]
- Travel Dates: [Travel Start Date] to [Travel End Date]

I would like to request the inclusion of the following coverage:

- [Specify coverage, e.g., "Trip Cancellation", "Emergency Medical Evacuation"]
- [Additional coverage if needed]

Please let me know the necessary steps to proceed with this request and any additional information you may require from my side.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]