

# Insurance Tax Deduction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Insurance Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the necessary documentation to support my application for a tax deduction on the insurance premiums I have paid for the tax year [Insert Year].

As per the tax regulations, I understand that I am eligible for a deduction on the premiums paid for my insurance policy [Insert Policy Number] and would appreciate your assistance in providing details regarding the amount paid and any other necessary information.

Please provide the documentation at your earliest convenience, as I am keen to complete my tax filings promptly. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]