

Letter of Demand for Commercial Building Insurance Premium Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Insurance Company Contact Name],

Subject: Demand for Commercial Building Insurance Premium Details

I am writing to formally request detailed information regarding the premium for the commercial building insurance policy for [Property Address]. As the policyholder, I require a comprehensive breakdown of the current premium amount, coverage details, and any applicable discounts or surcharges.

In order to adequately assess my financial obligations and ensure compliance with relevant contractual obligations, I would appreciate your prompt attention to this matter. Please provide the requested details by [Insert Deadline - typically 10-14 days from the date of the letter].

Thank you for your cooperation. I look forward to your timely response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]