

Request for Commercial Property Insurance Estimate

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I am writing to request an estimate for commercial property insurance for my business located at [Property Address]. We are seeking coverage that includes [briefly outline the types of coverage needed, e.g., property damage, liability, etc.].

Our business operates in [industry type] and has [number] employees. The property contains [brief description of the property and its uses]. It would be helpful to understand the options available to us, along with any discounts that we may qualify for.

Please let me know if you require any additional information to provide the estimate. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]