

Letter of Demand for Insurance Policy Confirmation

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

To: [Insurance Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Insurance Company Representative],

I am writing to formally request confirmation of my insurance policy #[Policy Number] that I enrolled in on [Enrollment Date]. Despite my previous correspondences on this matter, I have yet to receive a confirmation document.

It is imperative for me to obtain this confirmation for my records and to ensure that my coverage is in effect. Please provide the requested confirmation by [Deadline, e.g., "within 14 days"] to avoid any potential lapse in coverage.

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

Sincerely,

[Your Name]