

[Your Name]

[Your 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 hope this message finds you well. I am writing to follow up on my recent request for an extension on my life insurance policy (Policy Number: [Your Policy Number]).

As previously discussed, the extension is crucial for me due to [brief reason for the request]. I would appreciate any updates on the status of my request and any additional information that may be required to expedite the process.

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

Sincerely,

[Your Name]