

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Insurance Company Name
Company Address
City, State, Zip Code

Dear [Insurance Company Name or Specific Person],

I hope this message finds you well. I am writing to request detailed information regarding the life insurance policy I hold with your company. Specifically, I would like to know the payment details, including due dates, payment methods accepted, and any relevant account information.

My policy number is [Your Policy Number]. Please let me know if you require any further information from my side to facilitate this request.

Thank you for your assistance.

Sincerely,
[Your Name]