

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

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request the renewal of my insurance policy [Policy Number], which unfortunately lapsed on [Lapse Date]. I value the coverage provided by your company and would like to reinstate my policy as soon as possible.

Due to [brief reason for lapse, if applicable], I was unable to renew on time. However, I am prepared to address any requirements needed for the renewal process. Please let me know how to proceed or if additional documentation is required.

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

Sincerely,
[Your Name]