

# **Subject: Request for Update of Travel Insurance Policy**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 request an update to my current travel insurance policy, policy number [Your Policy Number].

Due to [reason for update, e.g., changes in travel dates, destinations, or personal circumstances], I would like to ensure that my coverage is appropriately adjusted to meet my upcoming travel needs.

Could you please provide me with the necessary information and steps required to update my policy? I would appreciate your prompt attention to this matter as I am planning to finalize my travel arrangements soon.

Thank you for your assistance. I look forward to your reply.

Sincerely,

[Your Name]