

Request for Travel Insurance Policy Adjustment

Date: [Insert Date]

To,

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

I hope this letter finds you well. I am writing to request an adjustment to my current travel insurance policy, with the policy number [Insert Policy Number].

Due to [briefly explain the reason for the request, e.g., change in travel plans, additional coverage needed], I believe it is necessary to modify my policy to better accommodate my needs.

I kindly ask you to review my request at your earliest convenience and inform me of any additional information you may need to process this adjustment.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]