

# Travel Insurance Modification Request

Date: [Insert Date]

To,  
[Insurance Company Name]  
[Insurance Company's Address]  
[City, State, Zip Code]

Subject: Request for Modification of Travel Insurance Policy

Dear [Recipient's Name],

I am writing to formally request a modification to my travel insurance policy, policy number [Insert Policy Number]. I have recently encountered a change in my travel plans that necessitates adjustments to my coverage.

Specifically, I would like to request the following modifications:

- [Modification 1]
- [Modification 2]
- [Modification 3]

These changes are important due to [briefly explain reason for modification]. I kindly ask for your assistance in processing this request at your earliest convenience.

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 Phone Number]  
[Your Email Address]