

Letter of Appeal for Lost Policy Certificate Reissue

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

Insurance Company Name
Customer Service Department
Company Address
City, State, Zip Code

Dear [Insurance Company Name],

I am writing to formally request the reissue of my insurance policy certificate, which I regret to inform you has been lost. My policy number is [Your Policy Number].

Despite my best efforts to locate the original certificate, it appears to be permanently misplaced. I would greatly appreciate your assistance in issuing a duplicate certificate at your earliest convenience.

Should you require any further information or documentation to process my request, please do not hesitate to contact me via the details provided above.

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

Sincerely,
[Your Name]