[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a replacement for my policy certificate for [Policy Number]. Unfortunately, my original document has [explain the reason for replacement, e.g., been lost, damaged, etc.].

For your reference, my policy details are as follows:

- Policy Holder Name: [Your Name]
- Policy Number: [Policy Number]
- Type of Policy: [Type of Policy]
- Date of Issue: [Date of Issue]

I kindly ask that you expedite this request as I require the certificate for [mention the purpose, e.g., filing a claim, legal purposes, etc.]. Please let me know if you need any further information from my side to process this request.

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

Sincerely,

[Your Name]