

Letter of Demand for Reissue of Lost Insurance Card

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Reissue of Lost Insurance Card

Dear [Recipient's Name],

I am writing to formally request the reissue of my insurance card, which I have unfortunately lost. My policy number is [Your Policy Number], and it is essential for me to have this document for my upcoming medical appointments.

Please let me know the necessary steps to obtain a replacement card as soon as possible. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]