

# Petition for Additional Insurance Card Copy

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Insurance Company Name]  
[Insurance Company Address]  
[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

I am writing to formally request an additional copy of my insurance card. My policy number is [Your Policy Number]. I have recently encountered situations where having a second card would be beneficial.

Details of my insurance policy are as follows:

- Policyholder Name: [Your Name]
- Policy Number: [Your Policy Number]
- Type of Coverage: [Type of Insurance]

I would greatly appreciate your assistance in providing me with an additional copy at your earliest convenience. Please let me know if there are any forms or additional information required to process my request.

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

Sincerely,  
[Your Name]