

Letter of Inquiry for Altering Coverage Start Date

[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 hope this message finds you well. I am writing to inquire about the possibility of altering the start date of my insurance coverage under policy number [Your Policy Number].

Due to [brief explanation of the reason for the request], I would appreciate your assistance in adjusting the effective date to [desired start date].

Thank you for considering my request. I look forward to your prompt response to this matter.

Sincerely,
[Your Name]