

[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 Contact Name],

Subject: Response to Flood Insurance Requirement Notice

I am writing in response to the flood insurance requirement notice dated [insert date]. I understand the necessity of having flood insurance for my property located at [property address].

As per your request, I would like to confirm that I have obtained flood insurance coverage through [Insurance Provider's Name] with the policy number [Policy Number]. Attached to this letter, you will find a copy of my policy documents for your records.

If you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address]. Thank you for your assistance in this matter.

Sincerely,
[Your Name]