

Request for Proof of Insurance Coverage

[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 Name/Representative],

I hope this letter finds you well. I am writing to formally request proof of my insurance coverage under policy number [Policy Number]. This documentation is needed to ensure compliance with [specific reason, e.g., lease agreement, loan approval, etc.].

Please include details regarding the coverage limits, any exclusions, and the policy's effective dates. If possible, I would appreciate receiving this information at your earliest convenience, as it is time-sensitive.

Thank you for your attention to this matter. Should you need any additional information from my side, please do not hesitate to contact me.

Sincerely,

[Your Name]