

Proposal for Insurance Policy Alterations

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Agent's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Agent's Name],

I hope this message finds you well. I am writing to formally propose alterations to my current insurance policy, [Policy Number], to better suit my needs.

Proposed Changes:

- Change 1: [Detail the first change]
- Change 2: [Detail the second change]
- Change 3: [Detail the third change]

The reasons for these changes include [briefly explain reasons].

I believe these alterations will provide me with better coverage and peace of mind. Please let me know a convenient time for us to discuss this proposal in further detail.

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

Sincerely,

[Your Name]