

# Request for Tax Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Dear [Insurance Company Contact/Department],

I am writing to request tax documentation related to my insurance premium refund for the policy number [Insert Policy Number]. As I prepare my taxes for the current year, I need the appropriate documentation to ensure accurate filing.

Could you please provide me with the necessary information and documentation regarding the premium refund at your earliest convenience? This will be greatly appreciated.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]