

[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 am writing to formally request an increase in my insurance benefits under policy number [Your Policy Number]. Due to [reason for request, e.g., significant lifestyle changes, increased medical expenses, etc.], I believe that an adjustment to my current benefits is necessary to ensure that I have adequate coverage.

I have been a loyal customer of [Insurance Company Name] for [number of years] years, and I have always appreciated the level of service and support I have received. As my circumstances have changed, I hope to discuss how my benefits can be adjusted accordingly.

Enclosed are [mention any attached documents, e.g., medical records, financial statements] for your reference. I would appreciate the opportunity to discuss this matter further and look forward to your prompt response.

Thank you for your attention to this important request.

Sincerely,

[Your Name]