

Request for Proof of Coverage

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Dear [Insurance Company Contact Name],

I am writing to request documentation for my insurance policy, specifically proof of coverage for the following policy details:

- Policy Number: [Insert Policy Number]
- Type of Insurance: [Insert Type of Insurance]
- Effective Date: [Insert Effective Date]

This documentation is necessary for my records and may be needed for [briefly explain purpose, e.g., loan application, lease agreement, etc.]. I would appreciate it if you could provide the required documentation at your earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me using the information provided above if you have any questions or need further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]