Insurance Coverage Summary Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Insurance Coverage Summary

Dear [Insurance Company Representative/Customer Service],

I am writing to request a summary of my insurance coverage for my personal records. My policy number is [Insert Policy Number], and I would appreciate it if you could provide a comprehensive overview of the coverage details, including any exclusions and limitations.

Please send the requested information to my address listed above or via email at [Your Email]. If you require any additional information to process my request, feel free to contact me at the phone number provided.

Thank you for your assistance.

Sincerely,

[Your Name]