

Insurance Declaration Document Request

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 Representative],

I hope this message finds you well. I am writing to formally request a copy of my insurance declaration document for tax purposes. The details of my policy are as follows:

Policyholder Name: [Your Name]

Policy Number: [Your Policy Number]

Type of Insurance: [Type of Insurance]

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

Sincerely,

[Your Name]