

# Insurance Account Statement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Contact/Customer Service],

I hope this message finds you well. I am writing to formally request a copy of my insurance account statement for the period of [insert relevant dates]. My policy number is [insert policy number].

This statement is needed for my personal records and to review my coverage details. I would appreciate it if you could send the document to my email address [insert email address] or my physical address listed above.

Thank you for your assistance. If you need any further information or documentation to process my request, please do not hesitate to contact me.

Sincerely,

[Your Name]