

[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 the issuance of a policy for loan insurance. I have recently secured a loan with [Lender's Name] and wish to obtain insurance to provide peace of mind regarding my repayment obligations.

Below are the details required for the policy issuance:

- Loan Amount: [Loan Amount]
- Loan Type: [Type of Loan]
- Loan Term: [Term of Loan]
- Borrower's Name: [Your Name]
- Policy Coverage Requested: [Specific Coverage Needs]

Please let me know if you require any additional information or documentation to process my request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]