

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Insurance Company Name]  
[Claims Department Address]  
[City, State, Zip Code]

Subject: Request for Certificate of Good Condition

Dear [Insurance Adjuster's Name],

I hope this letter finds you well. I am writing to request a Certificate of Good Condition (CGC) for my [vehicle/property] with policy number [policy number].

I am in the process of [providing documentation for an insurance claim, renewing my policy, etc.], and the CGC is required for the completion of this matter.

Details of the [vehicle/property]:

- Make: [Make]
- Model: [Model]
- Year: [Year]
- VIN/ID Number: [VIN/ID Number]

I would appreciate it if you could expedite this request, as it is essential for my current insurance proceedings.

Thank you for your attention to this matter. Should you need any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]