

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

Subject: Inquiry Regarding Policy Number [Your Policy Number]

Dear [Recipient's Name or "Customer Service"],

I hope this letter finds you well. I am writing to request information regarding my policy number [Your Policy Number].

[Briefly explain the purpose of your request, such as needing a copy of the policy, clarification on coverage, or a claim status.]

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,
[Your Name]