

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

Subject: Request for Policy Change

Dear [Insurance Company Representative's Name],  
I hope this letter finds you well. I am writing to formally request a change to my current insurance policy with you, identified by the policy number [Your Policy Number].

I would like to make the following changes to my policy:

1. [Specify the first change you would like to make]
2. [Specify the second change, if applicable]
3. [Any additional changes]

Please let me know if any additional information is required or if there are forms I need to complete to facilitate this process. I appreciate your prompt attention to this matter and look forward to your confirmation of the changes.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Policy Number]