

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

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

Subject: Policy Update Request

Dear [Insurance Company Representative's Name or "Customer Service Team"],

I hope this message finds you well. I am writing to request an update to my insurance policy with the following details:

- Policy Number: [Your Policy Number]
- Policy Type: [e.g., Homeowners, Auto, etc.]

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

1. [Detail the first update needed, e.g., adding/removing coverage, changing beneficiaries, etc.]
2. [Detail any additional updates if necessary]

Please let me know if you require any further information or documentation to process these changes. I appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]