

[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 Name or Specific Contact Person],

Subject: Application for Individual Insurance Policy

I am writing to formally apply for an individual insurance policy with [Insurance Company Name]. I have researched various options and believe your offerings align best with my needs.

Enclosed with this letter are the required documents, including:

1. Completed application form
2. Proof of identity
3. Medical history
4. Payment information

Please let me know if you require any additional information or documents to process my application. I am looking forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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