

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

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

Subject: Request for Policy Amendment

Dear [Insurance Company Representative's Name],  
I hope this letter finds you well. I am writing to request an amendment to my existing insurance policy (Policy Number: [Your Policy Number]). As per my current policy, I would like to propose the following amendments:

1. [Specific Amendment 1]
2. [Specific Amendment 2]
3. [Specific Amendment 3]

I believe that these changes will better align my coverage with my current needs. Please let me know if you require any further information or documentation to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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