Request a copy of your insurance policy

Subject: Request for copies of my insurance documents

Hello,

Could you send me a copy of my [type] insurance policy, reference [reference], for the period from [date] to [date]?

I would like to receive the full policy, applicable terms, endorsements in effect and renewal notice, if applicable. Please also let me know if any document is missing from this list for my file to be up to date.

Please tell me which secure method to use if you need to verify my identity.

This request does not change my policy.

Thank you,
[Name]
[Date]
[Preferred reply method]