Request a certificate of insurance

Subject: Request for a certificate of insurance

Hello,

For [reason for the request], I need a certificate relating to my policy [reference].

Document recipient: [name or organization]
Period concerned: [dates]
Requested receipt date: [date]
Requirements received from the recipient: [attach or describe accurately]

Could you check what can be certified and send me the appropriate document? If a request exceeds the current coverage or requires a change, please let me know before taking any steps.

This request does not by itself authorize a change to my policy.

Sincerely,
[Name]
[Date]

This template is a request: it is not a certificate of insurance.