

Insurance Transfer Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Insurance Company Name]

[Address]

[City, State, Zip Code]

Subject: Insurance Policy Transfer Request

Policy Number: [Your Policy Number]

Effective Date: [Current Policy Effective Date]

To Whom It May Concern,

I hope this letter finds you well. I am writing to formally request the transfer of my insurance policy from [current insurance company name] to [new insurance company name]. I have recently decided to switch my insurance coverage and would like to ensure a smooth and timely transfer process.

Details of the current policy are as follows:

- Policyholder's Name: [Your Full Name]
- Policy Number: [Your Policy Number]
- Type of Insurance: [Auto/Home/Health/Life, etc.]
- Effective Date: [Current Policy Effective Date]
- Renewal Date: [Next Renewal Date, if applicable]

I have already obtained a new insurance policy from [new insurance company name] that meets my current insurance needs and provides comparable coverage. Therefore, I kindly request you to initiate the policy transfer process as soon as possible.

Please find attached any necessary documentation required for the transfer, including a copy of the new policy and any other relevant paperwork. If you require any additional information or have specific procedures for policy transfers, kindly let me know at your earliest convenience.

I understand that there might be a cancellation fee or pro-rated premium refund applicable to my current policy. Kindly provide the details of any charges or refunds, if applicable, in your response to this letter.

Please confirm in writing once the transfer process is complete and provide any relevant documentation to acknowledge the termination of my policy with [current insurance company name].

Thank you for your attention to this matter. I look forward to a seamless transition of my insurance policy to [new insurance company name]. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Full Name]

[Your Signature - if sending a physical letter]