Temporary transfer request while awaiting documents

Subject: Provisional Transfer of Insurance Policy

Dear [Insurance Company Name],

I request a provisional transfer of my insurance policy [Policy Number] to [New Policyholder], pending submission of the remaining documentation. I will provide the outstanding documents by

Please acknowledge receipt of this request and confirm the temporary arrangement.

Thank you,

[Date].

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/insurance-transfer-letter