

Insurance Company - Formal

Subject: Policy Holder Name Change Request

Dear [Insurance Company Name],

I am writing to request an update to my insurance policy to reflect my recent legal name change.

It is important that my policy documentation accurately reflects my current legal identity.

Policy Details:

Policy Number: [Policy Number]

Policy Type: [Auto/Home/Life/Health Insurance]

Previous Name: [Previous Legal Name]

New Legal Name: [New Legal Name]

Policy Effective Date: [Date]

Date of Birth: [DOB]

I have enclosed certified documentation of my legal name change, including the court order and updated driver's license. Please update all policy documents, ID cards, and billing statements to reflect my new name.

Please ensure that this change does not affect my coverage or premium rates, as this is solely a name change with no other modifications to the policy terms.

I would appreciate written confirmation once the changes have been processed and new documentation has been issued.

If you require any additional information or documentation, please contact me immediately.

Thank you for your prompt attention to this important matter.

Sincerely,

[New Legal Name]

[Policy Number]

[Contact Information]

[Date]

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