

## Sample Letter Requesting Complete Copy of Homeowners Policy

**NOTE:** This letter is a sample that must be customized to fit the facts of your individual situation and claim. All bracketed and underlined portions must be completed or revised before sending. Use this letter to request a complete copy of your homeowners' policy from your insurance company.

(Date)

(Name of adjuster or highest ranking ins. co. employee)

(Name of Insurance Co.)

(Address)

Re: Claim Number \_\_\_\_\_

Date of Loss: \_\_\_\_\_

Name of Insured: \_\_\_\_\_

Address of Insured Property: \_\_\_\_\_

Dear [INSURANCE COMPANY],

Please send me a complete and certified copy of my homeowner's insurance policy, including all declarations, endorsements, riders and/or changes to the policy, which would affect coverage at the time of the above-noted loss. Please send it to the mailing address listed below within fifteen (15) calendar days of the date of this letter.

Thank you in advance for your prompt handling of my request. I look forward to receiving the above-requested documents and working with [INSURANCE COMPANY] to complete the claim process.

Sincerely,

YOUR NAME

MAILING ADDRESS

The information presented in this publication is for general informational purposes, and is not a substitute for legal advice. If you have a specific legal issue or problem, United Policyholders recommends that you consult with an attorney. Guidance on hiring professional help can be found in the "Find Help" section of [www.uphelp.org](http://www.uphelp.org). United Policyholders does not sell insurance or certify, endorse or warrant any of the insurance products, vendors or professionals identified at our website.

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