

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Insurance Company Name]  
[Insurance Agent Name]  
[Insurance Company Address]  
[City, State, Zip Code]

**RE: Request for Hazard Insurance Declaration Page**

Policy Number: [Your Policy Number]  
Property Address: [Address of Insured Property]

To Whom It May Concern,

I am writing to formally request a copy of the current Declaration Page for my hazard insurance policy listed above.

Please ensure that the Declaration Page includes the following information:

- Policy period (effective and expiration dates)
- Coverage limits for the dwelling and personal property
- Deductible amounts
- Annual premium amount
- Mortgage Clause/Lienholder information (if applicable)

I require this document for [reason, e.g., my mortgage lender / personal records]. Please send the document to me via [email/mail] at your earliest convenience.

Thank you for your prompt assistance with this request.

Sincerely,

[Your Signature]

[Your Printed Name]