

**Date:** [Current Date]

**To:** [Insurance Company Name]

**Address:** [Insurance Company Address]

**City, State, Zip:** [City, State, Zip Code]

**RE: Request for Verification of Hazard Insurance**

**Policyholder Name:** [Your Name / Business Name]

**Policy Number:** [Your Policy Number]

**Property Address:** [Insured Property Address]

To Whom It May Concern,

I am writing to formally request a Hazard Insurance Verification Letter (also known as a Certificate of Insurance or Evidence of Property Insurance) for the property mentioned above.

Please ensure the verification letter includes the following information:

- Policy effective and expiration dates.
- Total coverage amounts for the dwelling and personal property.
- Deductible amounts.
- Premium payment status.
- Mortgagee Clause/Loss Payee information as follows: [Insert Mortgagee Name and Address if applicable].

Please send the completed verification letter to [Name of Requester/Bank] via [Email Address or Fax Number] at your earliest convenience.

If you have any questions or require additional authorization, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]