

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

[Date]

[Home Warranty Company Name]  
[Company Address]  
[City, State, Zip Code]

RE: Verification of Coverage for Policy Number: [Your Policy Number]

To Whom It May Concern,

I am writing to formally request a verification of coverage for my home warranty policy, numbered [Your Policy Number], for the property located at [Your Property Address].

Please provide a formal letter or document confirming the following information:

- Current status of the policy (Active/Inactive).
- The effective start date and expiration date of the current term.
- A summary of covered systems and appliances (e.g., HVAC, Plumbing, Electrical, Kitchen Appliances).
- The required service call fee/deductible amount.
- Confirmation of any additional riders or optional coverage purchased.

I require this documentation for [State Reason: e.g., personal record keeping / a real estate transaction / mortgage requirements].

Please send this verification to my email address at [Your Email Address] or by mail to the address listed above within [Number] business days.

Thank you for your prompt attention to this matter. If you require further information, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]