

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

[Date]

[Insurance Company Name]  
[Policy Department Address]  
[City, State, Zip Code]

**Subject: URGENT - Request for Replacement of Lost Insurance Policy**

Dear Customer Service Department,

I am writing to formally report that I have lost the original physical copy of my insurance policy. I am requesting an urgent replacement for my records.

**Policy Details:**

Policy Number: [Your Policy Number]  
Type of Policy: [e.g., Life, Home, Auto]  
Policyholder Name: [Your Full Name]

This request is urgent because [State reason: e.g., I am closing on a property / I need to file a claim / for legal proceedings].

Please send the certified replacement document via express mail to the address listed above. If there is a digital copy available, please also email it to [Your Email Address] as soon as possible.

If there are any fees or forms required for this replacement, please contact me immediately at [Your Phone Number].

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]