

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

[Date]

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

**Subject: Request for Proof of Flood Insurance Coverage**

To Whom It May Concern,

I am writing to formally request a copy of the proof of flood insurance coverage for the property located at:

[Property Full Address]

**Policy Details:**

Policy Number: [Your Policy Number, if known]  
Loan Number: [Your Loan Number, if applicable]

I require this documentation for [state reason, e.g., a pending mortgage closing / annual verification / personal records]. Please provide a Certificate of Insurance or a copy of the Declarations Page that clearly states the policy period, coverage limits, and deductible amounts.

Please send the requested documents via [email/mail/fax] to the following address:

[Recipient Email or Mailing Address]

If there are any fees associated with this request or if you need additional information, please contact me at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]