

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

[Date]

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

**Subject: Request to Issue Joint Homeowners Policy - Policy Number: [Your Current Policy Number]**

Dear [Insurance Agent Name or Customer Service Team],

I am writing to formally notify you of my recent marriage and to request the update of my homeowners insurance policy to a joint policy.

Please add my spouse to the policy as a named insured. Our details are as follows:

- **Policyholder Name:** [Your Name]
- **Spouse's Name:** [Spouse's Legal Name]
- **Date of Marriage:** [Date]
- **Spouse's Date of Birth:** [Spouse's DOB]
- **Spouse's Social Security Number:** [SSN - optional/as required]

In addition to updating the names on the policy, we would like to review our coverage limits to ensure they reflect our combined personal property and any new high-value items, such as wedding rings.

Please let us know if you require a copy of our marriage certificate or any additional documentation to finalize this update. We look forward to receiving the revised policy documents and the updated premium information.

Thank you for your assistance.

Sincerely,

[Your Signature]  
[Your Printed Name]

[Spouse's Signature]  
[Spouse's Printed Name]