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

[Date]

[Insurance Provider Name]
[Agent Name]
[Address]
[City, State, Zip Code]

RE: Request for Investment Property Insurance Quote / Coverage Binding

To Whom It May Concern,

I am writing to request a formal insurance proposal for my investment property located at:

Property Address: [Full Property Address]

Please provide a quote that includes the following coverage components:

- **Dwelling Coverage:** Replacement cost for the structure.
- **General Liability:** Coverage for premises-related accidents or injuries.
- **Loss of Rent/Fair Rental Value:** Protection against lost income during covered repairs.
- **Other Structures:** Coverage for detached garages or sheds (if applicable).
- **Medical Payments:** For guest medical expenses.

Property Details for Underwriting:

- Property Type: [Single Family / Multi-Family / Condo]
- Number of Units: [Number]
- Occupancy: [Tenant Occupied / Vacant / Short-Term Rental]
- Year Built: [Year]
- Recent Upgrades: [Roof, HVAC, Electrical, Plumbing - include dates]

Please include any available discounts for security systems, fire sprinklers, or multi-policy bundles. I have attached the current appraisal/inspection report for your review.

I look forward to receiving your proposal by [Date]. Please contact me at [Phone Number] if you require additional information.

Sincerely,

[Your Signature]

[Your Printed Name]