

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Insurance Company Name]
[Insurance Agent Name, if known]
[Company Address]

Subject: Request for Policy Adjustment Due to Retirement and Downsizing

Dear [Insurance Agent Name or Customer Service Department],

I am writing to formally notify you of changes to my lifestyle and living situation that may impact my insurance premiums and coverage requirements. I have recently retired, effective [Retirement Date], and have transitioned to a smaller residence.

Homeowners/Renters Insurance (Policy #[Policy Number]):

I have moved to a smaller home located at [New Address]. As a result of this downsizing, the replacement value of the structure and the total value of my personal belongings have decreased. I would like to request a reassessment of my coverage limits to reflect these changes.

Auto Insurance (Policy #[Policy Number]):

Due to my retirement, I no longer commute to work. My estimated annual mileage has decreased significantly to approximately [Number] miles per year. Furthermore, the vehicle is now primarily used for pleasure rather than business or commuting. Please update my policy to reflect this change in usage.

I would appreciate it if you could review my account for any "Retiree" or "Senior" discounts that may now apply, as well as any adjustments to my premiums based on the information provided above.

Please provide a revised quote or confirmation of these changes at your earliest convenience. If you require further documentation or a formal inspection of the new property, please let me know.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]