

## Policy Request Letter

[HOMEOWNER NAME]  
[HOMEOWNER ADDRESS]  
[HOMEOWNER CITY, STATE ZIP]

[DATE]  
RE: [LOSS ADDRESS], [CITY, STATE ZIP]  
Policy Number: [xxxx]  
Claim Number: [xxxx]

[NAME]  
[INSURANCE COMPANY]  
[ADDRESS]  
[CITY, STATE ZIP]  
FAX: [xxx-xxx-xxxx]

Dear [NAME]:

As you are aware, we lost our home and everything in it during the [DISASTER].  
We also lost our copy of our insurance policy, endorsements and the declarations page.  
We have requested a copy of our insurance policy and declaration several times from both our adjuster and agent. We have never received it.

We also learned from the California Homeowners Bill of Rights that we are entitled to a copy of our policy and declarations page.

Please send us immediately an accurate copy of our policy, including all endorsements, and our declarations page.

If you have any problems, please let us know in writing immediately but no later than 15 days.

Thank you,

Sincerely,

[HOMEOWNER SIGNATURE]

[HOMEOWNER NAME]