05-05-20XX

The area manager,  
Waxen Insurance Company,  
City Tower Branch, Michigan.

Dear Sir,

Thank you very much for informing me about the active status of my car’s insurance. I am writing this letter with reference to the insurance policy No. [X] which I bought from your company last week. Getting my car insured by a prestigious company like yours gives me a sense of protection because your company has an excellent track record as far as the provision of the best services is concerned.

Through this letter, I want to forward you my formal request to provide me the car insurance certificate. I am working in an organization where traveling is considered an integral part of the job. I have my own car and I was directed by my CEO to get my car insured by the 30th of May. That’s why I contacted your agent. After successful insurance, the responsibility of providing me the insurance certificate is still lying on your shoulder and you are requested to issue me that certificate before the deadline so that I could save my job.

I hope you will entertain my request and make it happen before the deadline. Thanking you in anticipation.

Yours Sincerely,

Anderson.