05-05-20XX

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

Dear Robert,

Thanks for your nice cooperation at the time of my car insurance. By virtue of your kindness, my insurance policy was active with immediate effect. I am writing this letter to you for getting one more favor.

You know that as per the rules of our state, I can’t drive my car on the highway until having a valid car insurance certificate. I am doing the job in a company where I have to move far off places of the state. It is only possible when I have an insurance certificate with me while driving on the road. Besides my office work, I need to move with my family time and again. To meet all these needs, I am in dire need of the said certificate and I know you can help me in this critical situation.

Keeping in view my problems, please entertain my request and issue me the above-mentioned certificate as soon as possible.

Yours affectionately,

Anderson.