Date

Name of the recipient  
Address of recipient

Name of sender  
Address of sender

**Subject: Request for insurance coverage**

Respected (mention the name of the recipient),

I am writing this letter to formally request you for the insurance coverage of my employee Mr. Johnson who has just shifted from the other branch to the main branch.

The enrolment form of Mr. Johnson is being attached with this letter. We would like to request you to provide coverage of insurance to this employee.

Thank you so much for considering my request. you can contact me on my personal is for further information.

Sincerely,

Signatures of the sender.

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