

## Insurer request for a copy of the complete insurance policy

### INSTRUCTIONS:

Your complete insurance policy (likely more than a hundred pages) may be available on your health insurer's website or on request from a customer service rep.

If not, this letter template may be used to request a copy of your complete insurance policy.

### TEMPLATE:

Date

[HEALTH INSURER]

To whom it may concern:

This is to request that a copy of the complete insurance policy<sup>1</sup> be sent to me soonest possible to [INSERT YOUR PREFERRED EMAIL ADDRESS OR PHYSICAL ADDRESS].

My group # is \_\_\_\_ and policy # is \_\_\_\_\_.

I have been unsuccessful finding a copy online. My request to [CUSTOMER SERVICE REP] on [DATE] had not resulted in my receiving a copy of the complete policy.

Thank you.

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<sup>1</sup> Summary Plan Description (SPD), Certificate of Coverage (COC), Evidence of Coverage (EOC), or maybe something else.