**LETTER TEMPLATE**

**LETTER OF APPLICATION**

**[Your House number and Street Name]**

**[District]**

**[City/town]**

**[County]**

**[Postcode]**

**[Name of Insurance Company]**

**[Address of Insurance Company]**

**[Date]**

Dear Sir/ Madam

I would like a quotation for car/travel/holiday insurance.

**[For car insurance]**

My car/bike is a [make and model]. It was first registered in 19\_\_. The current value of the car/bike is £\_\_\_\_\_\_.

I am a first-time driver/ have been driving for **\_\_\_** years. I have had no previous claims/ [\_\_\_] previous claim(s). My date of birth is **[date/month/year].**

I would like the car insured for myself only / myself and another named driver/ any driver and would be pleased to have your quotation in writing, stating all the options, as soon as possible.

**[For holiday/travel insurance]**

I would like the insurance to commence on **[date/month/year]** and end on **[date/month/year*] [Make sure you include all travelling dates*].** The insurance is for myself, and I would like it to include all medical costs that may be encountered. My date of birth is **[date/month/year].**

I would be pleased to have your quotation in writing, stating all the options, as soon as possible.

Yours sincerely,

XYZ