[Company Name]  
[Address: city, state, zip etc.]  
[Contact or tagline]  
[Website/other]

Re. Request for Renewal of Health Insurance against Insurance ID # 202C8  
  
Dear Aitcheson,

I am David Hoper from Nicole Eighteen, California. I had filed for my medical insurance on 12th November 20XX which has been expired last month. I had taken on the insurance policy of your company at the rate of premium insurance which includes automatic renewal with an approval email, but I am sad to inform you that it did not happen in my case. I had paid an amount of $179 for the automatic renewal every year which is also called premium insurance in your official terms, but it did not prove to be valued.

It is a fuss to request for the renewal each year that is why I request you to renew my next two years’ insurance which is health in particular. It includes the insurance of my family’s health or medicine in general against the receipt I have enclosed with my letter. I have also enclosed all the required documents with the application letter. You can contact me at +[X] for more details. Please prepare my next two years’ insurance file as soon as possible and then intimate with me. Thank you.

Regards

David Hopper  
National ID # 234154123  
Insurance ID # 202C8  
Steel Street, Nicole Eighteen,  
Californian, USA