**Letter to Insurance Company to Make The Policy Paid-Up**

There are times in life when you need to learn to strictly manage your finances because of the financial constraints. One of the most important aspects that you must not forget during the process is your insurance policies. You are required to make regular payments to keep your policies going. Here is a letter to the insurance company to make the policy paid-up so that you are able to save it from lapsing and also managing the burden of finances with ease.

Use the sample given below to draft a customized letter to the insurance company. Remember to include the reason for such a change along with the basic details of the policy which include the reference number of your policy along with the amount you need to pay. Make sure that the tone of the letter is polite and professional.

**Sample of Letter to The Insurance Company to Make The Policy Paid-Up**

From:

Jackie Brown

Healthy Food Corp

22 B Block

Swedish Apartments

California

Date: 13th November, 2014

To,

Harry William

New Insurance Company

52nd Harold Street

New York

Ref : Policy No. 123456

Dear Sir,

This is to bring to your notice that from past few months my business is undergoing a tough phase because of which I am not in a position to pay a premium of $ 250 on my above policy (Policy No. 123456).

Hence, it is a kind request from you to please convert the above policy into paid up one and also inform me about the amount that will become due at the time of maturity.

All the premiums against the above mentioned policy have been paid up to 30th June 2014 and the next premium is due on 30th June 2015.

Looking forward for your reply.

Thanking you.

Yours faithfully,

Jackie Brown