Dear Sir/Madam

尊敬的先生/女士:

I am [your name], with passport number [your passport nummber] andappointment number [your number]

我是XXX，护照号 EFXXXXX，预约号1000000

Today I was contacted by the embassy to inform me that I need to submit a new proof of insurance. I am writing to submit this document via e-mail as requested.

今天，大使馆联系了我，告知我需要提交一份新的保险证明。我写信是为了按照要求通过电子邮件提交这份文件。

Please find the attached document for yourreference.

请查阅附件中的文件。

Thank you for your attention to this matter.

谢谢您对此事的关注。

Yours sincerely

XXXXX

2024.04.15