

# Notification of Policyholder Data Correction

Date: [Insert Date]

To: [Policyholder's Name]  
[Policyholder's Address]  
[City, State, ZIP Code]

Dear [Policyholder's Name],

We are writing to inform you of a recent correction made to your policyholder data associated with your account number [Insert Account Number].

The following correction has been made:

- Incorrect data: [Insert Incorrect Data]
- Corrected data: [Insert Correct Data]

We apologize for any inconvenience this may have caused and appreciate your understanding as we strive to maintain accurate records.

If you have any questions or concerns regarding this correction, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Contact Information]