

Revised Policyholder Information Submission

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of revisions made to our Policyholder Information Submission process. These updates are effective as of [Effective Date] and are designed to streamline the submission process and enhance data accuracy.

Please review the following changes:

- Enhanced data fields for increased accuracy
- Updated submission deadline to [New Deadline]
- New online submission portal available at [URL]

We encourage all policyholders to familiarize themselves with these changes and ensure that their submissions comply with the revised guidelines. For your convenience, the revised policyholder information submission form is attached to this letter.

If you have any questions or require further assistance, please do not hesitate to contact our office at [Phone Number] or [Email Address]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]