

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we have received a request to change the policyholder details for your insurance policy with us.

Effective [Effective Date], the following changes will be made to your policy:

- **New Policyholder Name:** [New Policyholder Name]
- **Address:** [New Address]
- **Contact Number:** [New Contact Number]

If you did not authorize this change or if you have any questions, please contact our customer service department at [Customer Service Phone Number] or via email at [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]