

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Confirmation of Receipt of Insurance Policy Agreement**

Dear [Recipient's Name],

I am writing to formally confirm the receipt of the insurance policy agreement for [type of insurance, e.g., life, health, auto] dated [date of the agreement].

Upon reviewing the documents, I acknowledge and agree to the terms and conditions outlined in the policy. Please consider this letter as my confirmation of acceptance.

If there are any further actions required on my part, or if you need additional information, please do not hesitate to contact me at your convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]