

Letter of Clarification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the terms of our policy that seem to have caused some misunderstandings recently. It is important to us that both you and our clients have a clear understanding of the policy guidelines.

The following are key terms that should be noted:

- **Policy Coverage:** [Insert details about coverage]
- **Exclusions:** [Insert details about exclusions]
- **Claim Process:** [Insert details on claim process]
- **Renewal Terms:** [Insert details on renewal]

If you have any further questions or if there's a need for additional clarification, please do not hesitate to reach out directly. I appreciate your commitment to ensuring that our clients receive accurate information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]