

Policyholder Data Adjustment Notification

Date: [Insert Date]

Policyholder Name: [Insert Name]

Policy Number: [Insert Policy Number]

Dear [Policyholder Name],

We are writing to inform you of an important update regarding your policy with us. After a recent review, we have identified the need to adjust the following data associated with your policy:

- **Previous Data:** [Insert Previous Data]
- **Updated Data:** [Insert Updated Data]

These adjustments have been made to ensure the accuracy of your policy details. If you believe any part of the updated information is incorrect, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]