

Notice of Changes to Policy Terms

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you of upcoming changes to the terms and conditions of your policy with us. These changes will become effective as of [Effective Date].

Summary of Changes:

- [Change 1: Brief description]
- [Change 2: Brief description]
- [Change 3: Brief description]

We understand that changes can raise questions, and we are here to assist you. If you have any concerns or would like further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your continued trust in us.

Sincerely,

[Your Company's Name]

[Your Name]

[Your Job Title]

[Your Company's Contact Information]