

# Important Notice: Modification to Policy Agreement

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you that there have been modifications to the terms of your Policy Agreement with [Company Name].

## Details of Modifications:

- **Effective Date:** [Effective Date]
- **Modified Clause:** [Description of the modified clause]
- **New Terms:** [Summary of new terms]

Please review the changes carefully. If you have any questions or concerns regarding these modifications, do not hesitate to reach out to our customer support team at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]