

Dear [Policyholder's Name],

We hope this letter finds you well. We are writing to inform you about an important option available to you regarding your insurance policy [Policy Number].

You have the opportunity to convert your existing policy into a different type that may better suit your current needs. This conversion option allows you to adjust your coverage while maintaining some of the benefits of your current policy.

Details of the Conversion Option:

- **Eligibility:** You are eligible for this option at any time before the policy expiration date.
- **New Policy Options:** Please review the attached documents outlining the various policy types available for conversion.
- **Conversion Process:** To proceed with the conversion, please contact our customer service team at [Phone Number] or [Email Address].

If you have any questions or need assistance, do not hesitate to reach out to us. We are here to help you make the best decision for your insurance needs.

Thank you for being a valued policyholder.

Sincerely,
[Your Name]
[Your Title]
[Company Name]
[Contact Information]