

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the recent changes made to the coverage period related to my policy [Policy Number].

Could you please provide clarification on the reasons for these changes? Additionally, I would appreciate any information regarding how these adjustments may impact my coverage and premium moving forward.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]