

Dear [Policyholder's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding your policy with [Insurance Company Name].

As of [Effective Date], there will be a temporary change in the terms of your policy due to [Reason for Change]. This interim adjustment is necessary to [Brief Explanation].

Your current coverage will remain effective until [End Date of Interim Change]. During this time, we assure you that our commitment to providing you with quality service and support remains unchanged.

If you have any questions or concerns regarding these changes, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email]. We are here to assist you.

Thank you for your understanding and continued trust in [Insurance Company Name].

Sincerely,

[Your Name]

[Your Title]

[Insurance Company Name]

[Contact Information]