

Policy Transition Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about the upcoming transition of your current policy, [Policy Number], to our new and improved plan, [New Policy Name]. This transition will take effect on [Effective Date].

Details of the Transition:

- **Current Policy:** [Current Policy Details]
- **New Policy:** [New Policy Details]
- **Benefits of the New Policy:** [List of Benefits]
- **Important Dates:** [List of Key Dates]

If you have any questions regarding this transition, please do not hesitate to contact us at [Contact Information]. We appreciate your understanding and look forward to continuing to serve you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]