

Notification of Policy Change

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about a change to your policy with us, effective [Insert Effective Date]. The changes are as follows:

- [Detail of Change 1]
- [Detail of Change 2]
- [Detail of Change 3]

If you have any questions or require further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]