Policy Application Verification Notice

Date: [Insert Date]

To,

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP]

Subject: Verification of Policy Application

Dear [Applicant's Name],

We are writing to inform you that we have received your application for [Policy Type] on [Application Date]. In order to process your application, we need to verify the information you have provided.

Please provide the following documents/information at your earliest convenience:

- [Document/Information 1]
- [Document/Information 2]
- [Document/Information 3]

Failure to provide the requested information may delay the processing of your application. Please respond by [Response Deadline].

If you have any questions, feel free to contact us at [Contact Information]. We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP]