

Important Notice: Policy Recall

Dear [Policyholder's Name],

We are writing to inform you that your insurance policy, numbered [Policy Number], has been recalled due to [reason for recall]. This action is necessary to ensure the accuracy and integrity of your coverage.

Action Required:

- Please contact our customer service team at [Customer Service Phone Number] or [Customer Service Email] as soon as possible.
- Review your current policy details and be prepared to discuss any necessary adjustments.
- Submit any required documentation by [Submission Deadline].

We apologize for any inconvenience this may cause and appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,
[Your Company Name]
[Your Company Address]
[Your Company Phone Number]