

Policy Recall Notification

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding your insurance policy with us, policy number [Policy Number].

Due to [brief explanation of the reason for recall], we are initiating a recall of your policy effective [Effective Date]. We understand that this may cause concern and want to assure you that we are committed to providing you with the best possible guidance and support during this transition.

What You Need to Do:

1. Please review your policy documentation closely.
2. Contact our customer service team at [Customer Service Phone Number] or [Customer Service Email] for assistance.
3. Visit our website at [Website URL] for updated information and resources.

We appreciate your understanding in this matter. Our goal is to ensure that your insurance needs are met effectively and efficiently. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]