

Business Interruption Insurance Policy Update

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

We are writing to inform you of an update regarding your Business Interruption Insurance Policy with us. Effective [Insert Effective Date], your policy will be updated to reflect changes in coverage, terms, and conditions as outlined in the attached policy document.

Key changes include:

- [Change 1]
- [Change 2]
- [Change 3]

We recommend that you review the attached document carefully, and feel free to reach out if you have any questions or require further clarification on these changes.

Thank you for choosing [Your Company]. We appreciate your business and look forward to continuing to serve your needs.

Sincerely,

[Your Name]

[Your Position]

[Your Company]