

# Key Individual Coverage Review

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you about the upcoming review of your key individual coverage as part of our commitment to ensuring that you have adequate protection and peace of mind. This review will allow us to assess your current coverage and determine if any adjustments are necessary based on changes in your circumstances or market conditions.

Please provide the following information prior to our scheduled meeting:

- Update on any significant life events (e.g., marriage, children, job change)
- Any concerns or specific areas you would like us to address during the review
- Current financial situation and goals

Your review is scheduled for [Insert Date and Time]. Please confirm your availability or suggest an alternative time if needed. We appreciate your attention to this important matter and look forward to helping you secure your financial future.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]