

# Valued Policy Holder

Date: [Insert Date]

[Your Name]

[Your Title]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

## **Subject: Revised Terms for Your Insurance Policy**

Dear [Policy Holder's Name],

We hope this message finds you well. We are writing to inform you of some revisions to the terms of your existing insurance policy, policy number [Insert Policy Number]. As part of our commitment to provide you with the best possible service and coverage, we have updated certain aspects of your policy.

### **Revised Terms**

- Coverage Amount: [New Coverage Amount]
- Premium Rate: [New Premium Rate]
- Effective Date of Changes: [Insert Effective Date]
- Policy Exclusions: [List any exclusions]

Please review the attached amendment document for full details. If you have any questions or concerns about these changes, do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and for being a valued policyholder. We appreciate your trust in us.

Sincerely,

[Your Name]

[Your Title]

[Insurance Company Name]