

# Confirmation of Insurance Policy Verification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter is to confirm that we have received your request for verification of your insurance policy with policy number [Insert Policy Number]. Our team is currently processing your request and will ensure that the necessary information is verified promptly.

If you have any questions or require further assistance during this process, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]