

Account Servicing Notification

Dear [Policyholder Name],

We are writing to inform you of important updates regarding your policy with us, policy number [Policy Number].

Policy Updates:

- Effective Date of Update: [Effective Date]
- Changes to Coverage: [Details of Coverage Changes]
- Premium Adjustment: [Details of Premium Adjustment]
- New Terms and Conditions: [Brief Summary or Attached Document Link]

If you have any questions or require further assistance, please do not hesitate to reach out to our customer service department at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your continued trust in us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]