

# Confirmation of Policy Definitions and Terms

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the definitions and terms of the policy as discussed. Below is a summary:

## Policy Definitions

- **Policy Holder:** [Definition]
- **Coverage:** [Definition]
- **Premium:** [Definition]
- **Exclusions:** [Definition]

## Terms and Conditions

1. [Term 1]

2. [Term 2]

3. [Term 3]

Please review the above information and confirm your acceptance of these definitions and terms by signing below:

---

[Recipient's Name]

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Phone Number]

[Email Address]