Confirmation of Family Coverage Extension

Date: [Insert Date]
[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to confirm the extension of family coverage for my health insurance plan. As per our recent discussions, my family's coverage will be extended until [End Date].
Thank you for your assistance in processing this extension. Please let me know if you require any further information or documentation.
Sincerely,
[Your Name]

[Your Policy Number]