

# Confirmation of Policy Certificate Reissuance

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the initiation of the reissuance process for your policy certificate associated with policy number [Insert Policy Number]. Your request has been successfully received and is currently being processed.

We anticipate that the reissued certificate will be available within [Insert Time Frame]. Should 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 continued trust in our services.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]