

# Urgent Coverage Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Immediate Attention Required: Coverage Update

Dear [Recipient's Name],

I am writing to inform you of an urgent update regarding our coverage that requires your immediate attention. As of [Insert Effective Date], there will be adjustments to the current coverage policies that could impact [specific details about the coverage or affected areas].

Please review the details below:

- Change 1: [Details of Change]
- Change 2: [Details of Change]
- Change 3: [Details of Change]

We understand the importance of this update and encourage you to reach out as soon as possible with any questions or concerns. It is crucial that we address this matter promptly to ensure continuity in service.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]