

Notification of Change in Insurance Start Date

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a change to your insurance policy that requires your attention. The start date of your insurance coverage, originally set for [Original Start Date], has been adjusted to [New Start Date].

We understand that changes in dates may cause inconveniences, and we appreciate your understanding as we handle this adjustment. If you have any questions or concerns regarding this change, please feel free to reach out to us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]