

Annual Premium Adjustment Notification

Date: [Insert Date]

Policyholder Name: [Insert Name]

Policy Number: [Insert Policy Number]

Dear [Policyholder Name],

We hope this message finds you well. We are writing to inform you of an adjustment to your annual premium for your insurance policy #[Insert Policy Number].

Effective [Insert Effective Date], your new annual premium will be [Insert New Premium Amount]. This change is due to [brief explanation of reason for adjustment, e.g., "changes in coverage, underwriting guidelines, or market conditions"].

We understand that adjustments to premiums can be concerning, and we are here to assist you with any questions you may have. Please feel free to contact our customer service department at [Insert Contact Information].

We appreciate your understanding and continued trust in us as your insurance provider.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]