

Confirmation of Scheduled Policy Review

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to confirm the scheduled review of your policy on [Insert Date and Time]. This review will take place at [Insert Location/Platform].

During the meeting, we will discuss the following topics:

- Overview of your current policy
- Changes in your circumstances
- Recommendations for adjustments if needed

If you have any specific questions or topics you would like to cover, please feel free to reach out to us in advance.

Thank you, and we look forward to our discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]