

Scheduled Review for Policy Confirmation

Dear [Employee/Client Name],

We would like to inform you that your policy review is scheduled for [Date] at [Time]. This review is crucial to ensure that your policy continues to meet your needs and remains up-to-date with the latest terms and conditions.

During this review, we will:

- Assess any changes in your circumstances.
- Discuss any adjustments to coverage or benefits.
- Answer any questions you may have regarding your policy.

Please confirm your availability for this meeting by replying to this email or contacting us at [Contact Information].

Thank you for your attention to this matter. We look forward to speaking with you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]