

# Insurance Premium Adjustment Notice

Date: [Insert Date]

Policyholder Name: [Insert Policyholder Name]

Policy Number: [Insert Policy Number]

Address: [Insert Policyholder Address]

Dear [Policyholder Name],

We are writing to inform you that there has been an adjustment to your insurance premium for policy number [Insert Policy Number]. This adjustment is due to [brief explanation of the reason for the adjustment, e.g., changes in coverage, updated risk assessment, etc.].

Your new premium amount will be [Insert New Premium Amount], effective from [Insert Effective Date]. Please review the details below:

- **Previous Premium:** [Insert Previous Premium Amount]
- **New Premium:** [Insert New Premium Amount]
- **Effective Date:** [Insert Effective Date]

If you have any questions or would like to discuss your policy further, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]