

Notice of Client Data Revision

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that we are in the process of updating our records to ensure that your insurance policy information is accurate and up-to-date.

To assist us in this process, please review the attached document that outlines your current policy details. We kindly ask that you confirm or revise the information as necessary. Your timely response will help us serve you better.

If you have any questions or need assistance, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Insurance Company Name]

[Company Address]

[Company Phone Number]

[Company Email]