

Confirmation of Receipt

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Confirmation of Receipt for Policy Changes

Dear [Recipient's Name],

This letter serves to confirm that we have received your request for changes to your policy, dated [Insert Date of Policy Change Request]. The details of your requested changes are as follows:

- Policy Number: [Insert Policy Number]
- Changes Requested: [Insert Changes Requested]
- Effective Date: [Insert Effective Date]

We will review your request and process the changes accordingly. Should we require any further information, we will reach out to you at your provided contact information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Company's Contact Information]