

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Policyholder Name]
[Policyholder Address]
[City, State, Zip Code]

Subject: Notice of Alteration to Policy Renewal Terms

Dear [Policyholder Name],

Regarding Policy Number: [Policy Number]

Thank you for choosing [Company Name] for your insurance needs. We are writing to inform you that your policy is due for renewal on [Renewal Date].

Please be advised that as of the renewal date, there will be changes to your policy terms and conditions. The primary alterations include:

- [Description of Alteration 1, e.g., Increase in deductible]
- [Description of Alteration 2, e.g., Change in coverage limits]
- [Description of Alteration 3, e.g., New exclusion clauses]

Your new premium for the upcoming term will be [Amount].

We encourage you to review the attached updated policy document carefully. These changes have been implemented due to [Reason for change, e.g., market adjustments/regulatory updates].

If you accept these revised terms, no further action is required, and your policy will automatically renew on [Renewal Date]. If you wish to discuss these changes or decline the renewal, please contact our customer service department at [Phone Number] or [Email Address] before [Deadline Date].

Sincerely,

[Name/Signature]
[Title]
[Company Name]