

[Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

**Subject: Important Notice: Changes to Your Policy Terms**

Dear [Recipient Name],

We are writing to inform you of upcoming changes to the terms and conditions of your policy, [Policy Name/Number]. These updates will take effect on [Effective Date].

The primary changes include:

- [Description of Change 1]
- [Description of Change 2]
- [Description of Change 3]

We encourage you to review the enclosed updated policy document carefully to understand how these changes may affect you. All other terms and conditions of your policy remain in full force and effect.

If you have any questions regarding these updates, please contact our customer support team at [Phone Number] or email us at [Email Address].

Thank you for your continued trust in [Company Name].

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]