

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Updated Health Insurance Policy Details Enclosed

Dear [Policyholder Name],

We are writing to provide you with the updated details regarding your health insurance policy, [Policy Number]. At [Insurance Company Name], we are committed to providing you with comprehensive coverage and excellent service.

Enclosed with this letter, you will find your updated policy documents. These documents reflect recent changes to your [coverage/premiums/benefits], which will be effective starting [Effective Date].

Key updates include:

- [Update 1: e.g., Change in monthly premium]
- [Update 2: e.g., Adjusted deductible amounts]
- [Update 3: e.g., New added benefits or services]

Please review the enclosed documents carefully to ensure you understand your current coverage and any actions you may need to take. We recommend keeping these documents in a safe place for future reference.

If you have any questions regarding these updates or your policy in general, please contact our customer service department at [Phone Number] or visit our website at [Website URL].

Thank you for choosing [Insurance Company Name] for your healthcare needs.

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]

Enclosure: Updated Policy Summary and Terms