

[Current Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Confirmation of Policy Conversion - Policy Number: [Old Policy Number]

Dear [Policyholder Name],

This letter serves as formal confirmation that your request to convert your Term Life Insurance policy to a Whole Life Insurance policy has been successfully processed.

Your new coverage details are as follows:

- **New Policy Number:** [New Policy Number]
- **Effective Date of Conversion:** [Date]
- **New Death Benefit Amount:** \$[Amount]
- **New Premium Amount:** \$[Amount]
- **Premium Payment Frequency:** [Monthly/Quarterly/Annually]

As a Whole Life policyholder, your coverage now includes a guaranteed death benefit and the ability to accumulate cash value over time, provided that premiums are paid as scheduled. Your new policy document is enclosed with this letter. Please review it carefully and keep it in a safe place.

If you have any questions regarding your new policy or need to update your beneficiary designations, 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 lifelong protection needs.

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]