

[Date]

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

Subject: Notice of Policy Revision and Premium Adjustment

Dear [Policyholder Name],

This letter is to inform you of upcoming changes to your insurance policy, [Policy Number], effective as of [Effective Date].

We have recently completed a review of our coverage terms and underwriting guidelines. As a result, the following revisions have been made to your policy:

- [Description of Revision 1]
- [Description of Revision 2]

Due to these coverage adjustments and current market conditions, your premium amount has been updated. Your new premium will be [New Premium Amount], reflecting a change from your previous rate of [Old Premium Amount].

Summary of Changes:

Current Premium	New Premium	Effective Date
[Old Amount]	[New Amount]	[Date]

If you have any questions regarding these changes or would like to discuss your coverage options, please contact our customer service department at [Phone Number] or email us at [Email Address].

Thank you for choosing [Company Name]. We value your continued business.

Sincerely,

[Sender Name]
[Title]
[Company Name]