

[Date]

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

Re: Amended Auto Insurance Policy - Policy Number: [Policy Number]

Dear [Insured Name],

As requested, we have processed the changes to your automobile insurance policy. Enclosed with this letter, you will find your amended Policy Declarations page and your updated Insurance Identification Cards.

Please review the enclosed documents carefully to ensure that all information-including driver details, vehicle information, and coverage limits-is correct. We recommend that you place the new Insurance Identification Cards in your vehicle(s) immediately and discard any outdated cards.

Summary of Changes:

- [Description of change 1, e.g., Added 2023 Toyota Camry]
- [Description of change 2, e.g., Updated primary address]
- [Description of change 3, e.g., Adjusted comprehensive deductible]

If you have any questions regarding these updates or if further adjustments are needed, please contact our customer service department at [Phone Number] or via email at [Email Address].

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

Sincerely,

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

Enclosures: Amended Policy Declarations, Insurance Identification Cards