

## POLICY AMENDMENT LETTER

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RE: Amendment to Policy Number , Effective Date

Dear :

We hope this letter finds you well. We have received your recent request to amend your insurance policy with us. We are pleased to inform you that your requested amendments have been implemented to your current policy.

Please take a moment to review the changes outlined above. If you have any questions or require further clarification, do not hesitate to contact our customer service department at or .

If you agree with the proposed changes no action is required from your end. The amendments will be automatically applied to your policy on the specified effective date.

Thank you for choosing us as your insurance provider. We appreciate your business and look forward to continuing to serve your insurance needs.

Sincerely,