

To,
The Policyholder / Employer
[Company/Organization Name]
[Address Line 1]
[Address Line 2]

Date: [DD/MM/YYYY]

Subject: Intimation Regarding Update of Policy Details for Group Insurance Policy No. [Policy Number]

Dear Sir/Madam,

We wish to inform you that the details associated with your Group Insurance Policy (Policy No: [Policy Number]) have been updated as per your request and the relevant supporting documents received.

The following information has been updated:

- [Brief detail of update, e.g., Addition/Removal of Member, Change in Nominee, Correction in Member Details, etc.]
- [Mention any other relevant update]

Please find enclosed the updated policy schedule reflecting these changes for your records.

Kindly review the updated details for accuracy. If you have any queries or require further clarification, you may contact our customer service team at [Contact Details] or email us at [Email Address].

Thank you for your continued association with us.

Sincerely,

[Authorized Signatory Name]
[Designation]
[Insurer/TPA Name]
[Contact Information]