

Date: [Date]

Policy Number: [Policy Number]

Subject: Action Required: Missing Documentation for Multi-Policy Discount

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your insurance needs. We are currently reviewing your account to ensure you receive all eligible discounts.

Our records indicate that you are enrolled in a Multi-Policy Discount. However, we have not yet received the necessary documentation to verify your additional active policy. To maintain this discount on your premium, please provide proof of insurance for your:

- [Type of Policy, e.g., Homeowners/Life/Auto]

Required Information:

Please submit a copy of the Declarations Page or a Certificate of Insurance for the policy listed above. The document must show the policyholder's name, the policy number, and the current effective dates.

Deadline:

Please submit this information by [Due Date]. If we do not receive verification by this date, the Multi-Policy Discount will be removed, which may result in an increase in your premium.

How to Submit:

- Email: [Email Address]
- Fax: [Fax Number]
- Mail: [Mailing Address]

If you have already submitted this information or have any questions, please contact our customer service department at [Phone Number].

Sincerely,

[Agent/Representative Name]

[Insurance Company Name]