SAMPLE - NAME CORRECTION TEMPLATE

Dear Customer,

Please send request to INSURANCE COMPANY EMAIL and copy that email to us at
contact@multichoiceinsurance.com . Please include information given below in your email.

To <Insurance Company Name>,

Subject: Correction in insured name for certificate # <number>

Certificate # <number>
Correct insured first name: <First Name>
Correct insured last name: <Last Name>

**Please send me confirmation of this change along with new ID card and
copy it to my agent at contact@multichoiceinsurance.com . If you have any
question, please let me know.**

Thanks,
<Your Name>
<Your Phone Number>