

[Date]

[Client Name]

[Client Company]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Subject: Introduction to Your Comprehensive Coverage Gap Analysis Report

Following our recent review of your current insurance portfolio, I am pleased to present the enclosed Comprehensive Coverage Gap Analysis Report. This document is designed to provide a clear overview of your existing protections and highlight areas where your business may be exposed to unnecessary risk.

Our analysis focused on the following key areas:

- Identification of overlaps or redundancies in current policies.
- Critical gaps where exposure exists without coverage.
- Alignment of policy limits with your current operational scale.
- Recommendations for optimizing your risk management strategy.

The goal of this report is not merely to identify shortcomings, but to provide an actionable roadmap to ensure your assets and operations are fully protected against unforeseen liabilities.

I would like to schedule a brief meeting or call on [Date] at [Time] to walk through these findings with you and discuss the recommended next steps. Please let me know if this time works for you, or if you would prefer an alternative schedule.

Thank you for the opportunity to assist with your risk management needs. I look forward to our discussion.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]