

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Post-Audit Findings: Comprehensive Coverage Gap Analysis Report

Dear [Client Name],

Following our recent insurance audit and internal review, please find the enclosed Comprehensive Coverage Gap Analysis Report. This document outlines the findings from our evaluation of your current insurance portfolio against your existing risk profile and operational requirements.

The primary objective of this audit was to identify any discrepancies between your current policy limits and your actual exposure to loss. Our analysis focused on the following key areas:

- Review of policy exclusions and sub-limits
- Assessment of emerging liabilities and industry-specific risks
- Evaluation of asset valuations versus coverage amounts
- Compliance with contractual and regulatory insurance requirements

The enclosed report highlights several critical areas where coverage may be insufficient or non-existent. We have categorized these findings by severity and provided prioritized recommendations to mitigate these potential financial exposures.

We would like to schedule a follow-up meeting on [Date/Time] to discuss these findings in detail and review the proposed strategies for closing these gaps. Please let us know if this time works for you, or suggest an alternative that fits your schedule.

Thank you for the opportunity to assist with your risk management strategy. We look forward to ensuring your organization is fully protected.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

Enclosure: Comprehensive Coverage Gap Analysis Report