

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: Certificate of Insurance - Updated Coverage Limits**

Dear [Recipient Name],

Please find attached the updated Certificate of Insurance (COI) for [Your Company Name].

As requested, we have adjusted our policy limits to ensure full compliance with our current agreement requirements. The updated coverage limits are as follows:

- **General Liability:** [New Limit Amount]
- **Professional Liability:** [New Limit Amount]
- **Umbrella/Excess Liability:** [New Limit Amount]
- **Effective Date:** [Date]

These updates have been processed by our provider, [Insurance Agency Name], under policy number [Policy Number].

Please update your records accordingly. If you require any further documentation or have questions regarding this certificate, please contact [Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]