[Date]

[Insurance Company Name]
[Address]
[City, State, Zip Code]

RE: Notice of Business Expansion and Workers' Compensation Coverage Update

To Whom It May Concern,

I am writing to formally notify you of a new business expansion for [Company Name] under our current policy number: [Policy Number].

As of [Effective Date], we have expanded our operations to include a new location and/or additional staff members. Please find the details of the expansion below:

- **New Location Address:** [New Street Address, City, State, Zip]
- **Nature of Business at this Location:** [Brief Description, e.g., Warehouse, Retail Office]
- **Estimated Number of New Employees:** [Number]
- **Job Classifications/Roles:** [List Roles, e.g., Clerical, Delivery Drivers]
- **Estimated Annual Payroll for Expansion:** $[Amount]

Please update our policy to reflect these changes to ensure we remain in full compliance with workers' compensation requirements. If you require additional documentation or a formal audit of these new operations, please let us know.

We look forward to receiving the updated certificate of insurance. Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title]
[Phone Number]
[Email Address]