[Date]

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

RE: Request to Add Employment Practices Liability Insurance (EPLI) to Policy #[Policy Number]

To Whom It May Concern,

I am writing to formally request an amendment to our current professional liability policy. We would like to extend our professional coverage to include Employment Practices Liability Insurance (EPLI).

As our organization grows, we wish to ensure comprehensive protection against potential claims arising from the employment process, including but not limited to:

- Wrongful termination
- Discrimination
- Sexual harassment
- Retaliation
- Other work-related torts

Please provide a quote for this additional coverage, including various limit options and the corresponding adjustments to our annual premium. If there are specific supplemental applications or updated employee headcount forms required to process this request, please forward them to my attention.

We look forward to receiving the proposal and updating our policy accordingly. Thank you for your assistance.

Sincerely,

[Signature]
[Name]
[Title]
[Company Name]