

[Date]

[Insured Name]
[Business Name]
[Address Line 1]
[Address Line 2]

RE: Confirmation of Reduction in Business Property Coverage

Policy Number: [Policy Number]

Dear [Insured Name],

This letter serves as formal confirmation that we have processed the requested changes to your business property insurance coverage, effective as of [Effective Date of Change].

As per your request on [Request Date], the following adjustments have been made to your policy:

- **Previous Coverage Limit:** \$[Amount]
- **New Coverage Limit:** \$[Amount]
- **Property Covered:** [Address/Description of Property]
- **Specific Reductions:** [List specific items or perils removed, if applicable]

Please review these changes carefully. Reducing your coverage limits may result in lower premiums; however, it also increases your business's financial exposure in the event of a loss. By implementing these changes, you acknowledge that any loss exceeding the new limits will be the responsibility of the business.

An updated Policy Declaration page reflecting these changes is enclosed with this letter. Please keep this for your permanent records.

If you have any questions regarding these changes or would like to discuss your coverage options further, please contact your agent at [Phone Number] or [Email Address].

Sincerely,

[Name of Sender]
[Title]
[Insurance Company/Agency Name]

Enclosure: Updated Policy Declaration Page