[Date]

[Policyholder Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: Notice of Endorsement - Increase in General Liability Limits

Policy Number: [Policy Number]

Dear [Policyholder Name],

This letter serves as official notification that an endorsement has been applied to your General Liability insurance policy to increase your coverage limits, effective [Effective Date].

Based on your recent request or the updated requirements of your business operations, your coverage limits have been adjusted as follows:

- **Each Occurrence Limit:** Increased from $[Old Amount] to $[New Amount]
- **General Aggregate Limit:** Increased from $[Old Amount] to $[New Amount]
- **Products-Completed Operations Aggregate:** Increased from $[Old Amount] to $[New Amount]

Please find the attached Endorsement Schedule which outlines the revised premium amount resulting from this change. The additional premium of $[Amount] will be reflected in your next billing statement.

We recommend that you keep this notice and the attached endorsement with your original policy documents. If you have any questions regarding these changes or require an updated Certificate of Insurance, please contact our office at [Phone Number] or [Email Address].

Thank you for choosing [Insurance Agency/Company Name].

Sincerely,

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