[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Confirmation of Liability Limits Increase - Policy #[Policy Number]

Dear [Client Name],

This letter serves as formal confirmation that we have processed the requested endorsement to increase the liability limits on your [Type of Insurance, e.g., General Liability] policy.

Updated Coverage Details:

- **Previous Limit:** $[Amount]
- **New Limit:** $[Amount]
- **Effective Date:** [Date]

Please find the enclosed endorsement page which should be attached to your original policy document. An invoice for the additional premium resulting from this change is also included for your records.

We recommend reviewing your coverage periodically to ensure it continues to meet your business requirements. If you have any questions regarding this change or your policy in general, please contact us at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name]
[Your Title]
[Agency/Company Name]