[Date]

[Insurance Company Name]
[Broker Name/Department]
[Address Line 1]
[Address Line 2]

RE: Request for Policy Endorsement - Increase in Liability Limits

Policyholder: [Your Company Name]
Policy Number: [Your Policy Number]
Effective Date: [Requested Effective Date]

To whom it may concern,

Please accept this formal request to increase the liability limits on the above-referenced insurance policy. This adjustment is necessary to satisfy the contractual requirements for a new project/agreement with [Name of Client/Contracting Party].

We require the following coverage limit increases:

- **General Liability (Per Occurrence):** Increased from $[Current Amount] to $[New Required Amount]
- **General Liability (Aggregate):** Increased from $[Current Amount] to $[New Required Amount]
- **Excess/Umbrella Liability:** [If applicable, specify increase amount]

Please issue the endorsement effective [Date] and provide an updated Certificate of Insurance (COI) reflecting these new limits. The COI should list the following entity as the Certificate Holder:

[Client Name]
[Client Address]
[Attn: Contract Manager]

Please confirm receipt of this request and provide a quote for the additional premium as soon as possible.

Sincerely,

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