

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Insurance Company Name]
[Insurance Agent Name]
[Address]
[City, State, Zip Code]

RE: Policy Number: [Your Policy Number]

Dear [Agent Name or Customer Service Department],

I am writing to formally request an adjustment to my homeowners insurance policy as I have recently downsized to a smaller residence. Due to this change, my coverage requirements have decreased.

Please update my policy based on the following information:

- **Effective Date:** [Date of move/change]
- **New Property Address:** [New Address, City, State, Zip]
- **New Replacement Cost:** [Estimated Value or Square Footage]
- **Personal Property Limit:** I have reduced my belongings and wish to lower my contents coverage to \$[Amount].

I would like to request a review of my current premiums to reflect these changes. Additionally, please let me know if there are any new discounts available for my new property, such as security systems or updated building materials.

Please provide me with a revised policy declaration page and an updated billing statement once these changes have been processed. If you require further documentation or a new home inspection, please contact me at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]