

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip]

RE: Annual Risk Assessment and Insurance Coverage Review

Dear [Client Contact Name],

As part of our commitment to protecting your business, we have completed your annual risk assessment and insurance portfolio review for the upcoming renewal period. Our goal is to ensure your coverage aligns with your current operations and to identify potential exposures.

Executive Summary of Operations:

Based on our records, your primary business activities include [Brief Description of Operations]. If there have been changes to your revenue, payroll, location, or services, please notify us immediately.

Identified Coverage Gaps:

Upon review, we have identified the following areas where your business may be underinsured or lacks specific protection:

- **[Gap 1, e.g., Cyber Liability]:** [Reason why it is needed based on current risks].
- **[Gap 2, e.g., Employment Practices Liability]:** [Reason why it is needed].
- **[Gap 3, e.g., Excess Umbrella]:** [Reason why it is needed].

Recommendations for Risk Mitigation:

- Increase limits for [Policy Name] to reflect current market costs and inflation.
- Implement [Specific Safety/Security Measure] to potentially reduce premiums.
- Consider adding [Specific Endorsement] to cover [Specific Peril].

Action Required:

Please review the attached summary of your current policies. We would like to schedule a brief call on [Date/Time] to discuss these recommendations and finalize your renewal strategy.

Please note that failure to address these gaps may result in out-of-pocket losses for your company in the event of a claim that exceeds your current policy limits or falls under an excluded peril.

Sincerely,

[Agent Name]

[Agency Name]

[Phone Number]
[Email Address]