

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Insurance Company Name]
[Attn: Underwriting Department]
[Address]
[City, State, Zip Code]

RE: Renewal Proposal for Policy #[Policy Number]

Dear [Name of Underwriter or Agent],

In reference to the upcoming renewal of the above-mentioned policy, we have reviewed our current coverage requirements and operational risks for the next term.

To align the policy with our current risk management strategy and to ensure a sustainable premium structure, we are formally proposing a reduction in coverage limits. Specifically, we request the following adjustments:

- **[Type of Coverage]:** Reduce from \$[Current Limit] to \$[Proposed Limit]
- **[Type of Coverage]:** Reduce from \$[Current Limit] to \$[Proposed Limit]

We believe these revised limits are appropriate for our current scale of operations. We understand that this change will affect the total protection provided, and we are prepared to accept the risk associated with these lower limits in exchange for the adjusted renewal terms.

Please provide an updated renewal quote reflecting these changes at your earliest convenience. We look forward to your approval and to continuing our partnership.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]