

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

[Date]

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

Subject: Review of Additional Coverage Options for [Account/Policy Number]

Dear [Client Name],

Thank you for trusting [Your Agency Name] with your current coverage needs. We are committed to ensuring that your assets and interests are fully protected as your requirements evolve.

After a recent review of your account, we have identified several additional coverage options that may provide valuable protection for you. These options are designed to address potential gaps and offer peace of mind in areas such as:

- [Option 1: e.g., Professional Liability]
- [Option 2: e.g., Cyber Security Insurance]
- [Option 3: e.g., Umbrella Liability]
- [Option 4: e.g., Business Interruption Coverage]

We would like to schedule a brief meeting or a phone call to discuss these enhancements and determine which solutions best align with your current objectives. Exploring these options now can help prevent unforeseen financial impacts in the future.

Please let us know your availability for a discussion next week, or feel free to contact me directly at [Phone Number].

We look forward to continuing our partnership and helping you secure your future.

Sincerely,

[Signature]

[Your Printed Name]
[Your Title]