

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

[Date]

[Insurance Agent/Broker Name]
[Insurance Agency Name]
[Agency Address]
[City, State, Zip Code]

RE: Request for Expansion of Commercial General Liability Coverage

Policy Number: [Your Policy Number]

Dear [Agent Name],

I am writing to formally request an expansion of our current commercial liability insurance coverage for [Your Company Name]. Due to recent changes in our business operations, we require additional protection to ensure we are adequately covered against potential risks.

Specifically, we are requesting the following adjustments to our policy:

- **Increase in Policy Limits:** We would like to increase our per-occurrence limit to \$[Amount] and our aggregate limit to \$[Amount].
- **Additional Coverage Types:** We wish to add [e.g., Cyber Liability, Professional Liability, or Product Liability] to our existing policy.
- **Endorsements:** We require the addition of [Name of Entity] as an Additional Insured on our policy.
- **Expanded Territory:** We need to extend our coverage to include operations located in [New Geographic Area/Country].

The reason for this request is [briefly state reason, e.g., a new contract requirement, business growth, or a new product launch].

Please review these requirements and provide a revised premium quote and an updated Certificate of Insurance reflecting these changes. If you require further documentation or a formal application to process this expansion, please let me know as soon as possible.

We would like these changes to become effective as of [Requested Effective Date].

Thank you for your prompt attention to this matter. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]