

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Acknowledgment of General Liability Coverage Limit Increase

Dear [Policyholder Name],

This letter serves as formal acknowledgment that we have processed your request to increase the coverage limits on your General Liability Insurance policy, number [Policy Number].

The updated coverage limits are as follows:

- **Previous Limit:** \$[Amount]
- **New Limit:** \$[Amount]
- **Effective Date:** [Date]

As a result of this change, your premium has been adjusted to \$[New Premium Amount]. You will receive an updated policy declaration page and an invoice for the prorated premium difference within [Number] business days.

Please review the attached documents carefully to ensure all information is accurate. If you have any questions regarding this adjustment or your policy in general, please contact your agent at [Phone Number] or [Email Address].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Name of Representative]

[Title]

[Insurance Company Name]