[Date]

[Policyholder Name]
[Mailing Address]
[City, State, Zip Code]

Subject: Confirmation of Decrease in Coverage Limits

Dear [Policyholder Name],

This letter serves as formal confirmation that we have processed the requested changes to your Homeowners Insurance Policy, number **[Policy Number]**.

As per your request on [Date of Request], we have decreased the coverage limits for the following items:

- **Dwelling (Coverage A):** Decreased from $[Old Amount] to $[New Amount]
- **Personal Property (Coverage C):** Decreased from $[Old Amount] to $[New Amount]
- **[Other Coverage Type]:** Decreased from $[Old Amount] to $[New Amount]

These changes are effective as of [Effective Date].

Please note that reducing your coverage limits may result in out-of-pocket expenses if a loss occurs that exceeds these new limits. We recommend reviewing your policy regularly to ensure it still meets your financial needs.

You will receive an updated Policy Declarations page via [Mail/Email] shortly, which will also reflect any adjustments to your premium resulting from this change.

If you have any questions or did not authorize this change, please contact us immediately at [Phone Number] or [Email Address].

Sincerely,

[Agent/Representative Name]
[Company Name]