

[Date]
[Insured Name]
[Business Address]
[City, State, Zip Code]

Re: Notice of Premium Change - Increase in Commercial Liability Limits

Policy Number: [Policy Number]
Effective Date: [Effective Date]

Dear [Insured Name],

As per your recent request, we have processed an increase to the liability limits on your Commercial General Liability policy. This adjustment ensures that your business maintains adequate protection against potential claims and risks.

Updated Coverage Summary:

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

Premium Adjustment:

Due to the increased level of coverage, there is an additional premium due in the amount of **[\$Amount]**. This amount covers the remainder of the current policy term. Future renewal quotes will reflect this updated limit and the corresponding annual premium.

Please find the enclosed endorsement page for your records. This document should be attached to your original policy folder. An updated invoice is also included; please ensure payment is made by [Due Date] to keep your policy in good standing.

If you have any questions regarding this change or require further assistance, please contact our office at [Phone Number] or [Email Address].

Thank you for choosing [Insurance Company Name] for your business insurance needs.

Sincerely,

[Agent Name]
[Agency/Company Name]