

[Date]

[Policyholder Name]

[Business Name]

[Mailing Address]

[City, State, Zip Code]

Re: Confirmation of Deductible Change - Policy #[Policy Number]

Dear [Policyholder Name],

This letter serves as formal confirmation that the deductible for your commercial property insurance policy has been updated as per your recent request.

Change Details:

- **Property Address:** [Insured Property Address]
- **Previous Deductible:** \$[Amount]
- **New Deductible:** \$[Amount]
- **Effective Date:** [Date]

Please note that this change may result in an adjustment to your premium. An updated declarations page and a revised premium statement will be mailed to you separately within [Number] business days.

We recommend that you keep this letter with your insurance records. If you have any questions regarding this change or your coverage, please contact your account manager at [Phone Number] or [Email Address].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Name of Representative]

[Title]

[Insurance Company Name]