

[Date]

[Insured Name]

[Insured Address]

[City, State, Zip Code]

Subject: Confirmation of Change to General Liability Deductible

Dear [Insured Name],

This letter serves as formal confirmation that the General Liability deductible for policy number **[Policy Number]** has been updated per your request.

The changes are summarized below:

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

Please note that this change may result in an adjustment to your policy premium. You will receive an official policy endorsement from the carrier shortly reflecting these updated terms. We recommend filing that document with your original policy records.

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

Sincerely,

[Your Name/Agent Name]

[Agency Name]