

[Company Header/Logo]

[Date]

[Insured Name]

[Street Address]

[City, State, Zip Code]

Re: Confirmation of Policy Conversion

Policy Number: [Old BOP Policy Number]

New Policy Number: [New CPP Policy Number]

Dear [Insured Name],

This letter serves as formal confirmation that your insurance coverage has been successfully converted from a Business Owners Policy (BOP) to a Commercial Package Policy (CPP), effective [Effective Date].

This transition allows for more tailored coverage options to better suit the evolving needs of your business. Your new Commercial Package Policy now includes the following coverage parts:

- [Commercial General Liability]
- [Commercial Property]
- [Inland Marine]
- [Commercial Auto]
- [Other Specific Endorsements]

Your premium for the new policy term is [Premium Amount]. Please find the enclosed policy documents which outline your updated limits, deductibles, and terms. We recommend reviewing these documents carefully to ensure they meet your current operational requirements.

Please note that your previous Business Owners Policy, [Old Policy Number], has been canceled effective [Cancellation Date] to coincide with the start of your new coverage. Any unearned premium from the previous policy will be credited to your new account.

If you have any questions regarding these changes or wish to discuss further adjustments to your coverage, please contact your agent at [Agent Phone Number] or [Agent Email].

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

Sincerely,

[Signature]

[Name of Representative]

[Title]

[Insurance Agency/Company Name]

Enclosure: Commercial Package Policy Documentation