

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Acknowledgment of Coverage Limit Increase

Dear [Policyholder Name],

This letter is to formally acknowledge your request to increase the coverage limits on your policy, number **[Policy Number]**. We have processed this change, and the new limits are now in effect as of **[Effective Date]**.

Updated Coverage Details:

- **Coverage Type:** [Type of Coverage, e.g., Liability/Property]
- **Previous Limit:** \$[Amount]
- **New Limit:** \$[Amount]

Due to this increase in coverage, your premium has been adjusted to **[\$New Premium Amount]**. You will receive an updated policy declaration page via [Mail/Email] within the next [Number] business days reflecting these changes.

Please review your updated documents carefully to ensure they meet your needs. If you have any questions or require further adjustments, please contact your agent or our customer service department at [Phone Number].

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

Sincerely,

[Name of Representative]
[Title]
[Company Name]