

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Delivery of Upgraded Professional Liability Policy - Policy Number: [Policy Number]

Dear [Client Name],

We are pleased to provide you with your updated Professional Liability Insurance policy. Based on our recent review, your coverage has been upgraded to better protect your professional practice.

This upgraded policy includes the following enhancements:

- Increased Liability Limits: [Specify New Limits]
- Expanded Coverage Scope: [Specify New Endorsements or Provisions]
- Updated Deductible: [Specify Amount]

Please review the attached Policy Declarations page and the full policy wording carefully to ensure all details are accurate. We recommend storing these documents in a secure location for your records.

If you have any questions regarding these upgrades or need to make further adjustments, please contact our office at [Phone Number] or via email at [Email Address].

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

Sincerely,

[Sender Name]

[Title]

[Company Name]