

[Date]

[Insurance Company Name]
[Underwriter Name or Department]
[Address Line 1]
[City, State, Zip Code]

RE: Request for Liability Limits Adjustment - Policy #[Policy Number]

Dear [Contact Person Name],

I am writing to formally request an adjustment to the commercial auto liability limits for [Company Name]. Due to a recent expansion of our delivery fleet and increased operational volume, we require higher coverage limits to ensure adequate protection and compliance with new contractual requirements.

Current Policy Details:

- Current Liability Limit: \$[Amount]
- Current Fleet Size: [Number] Vehicles

Requested Adjustments:

- Proposed Combined Single Limit (CSL): \$[Requested Amount]
- New Fleet Size: [Number] Vehicles
- Effective Date of Change: [Date]

We have attached the updated vehicle schedule, including VINs and GVW for the new units, along with updated driver information. Please review this request and provide a revised premium quote and an amended Certificate of Insurance reflecting these changes.

Thank you for your prompt attention to this matter. Please contact me at [Phone Number] or [Email Address] if you require additional documentation.

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]
[Company Name]