

Request for Policy Premium Review

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Insurance Company's Name]

[Insurance Company's Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I am writing to formally request a review of the premium for our business liability insurance policy, policy number [Insert Policy Number]. As we approach the renewal date, I would like to assess our current coverage and explore any potential adjustments that may lead to a more favorable premium.

Given [brief reason for the review request, such as changes in business operations, market conditions, etc.], I believe there may be opportunities for adjustments that could benefit our organization.

Please let me know a convenient time for us to discuss this matter further. I appreciate your attention to this request and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]