

Your Name
Your Title
Your Company Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Insurance Company Name
Address
City, State, Zip Code

Dear [Insurance Adjuster's Name],

I hope this message finds you well. I am writing to formally request a review of our current business insurance rates. As a valued client of [Insurance Company Name] for [number of years], we have consistently ensured all necessary premiums have been paid on time.

Due to [reason for requesting a rate adjustment, e.g., changes in business operations, lower claims history, market shifts], I believe that our current rates may no longer accurately reflect our risk profile. We have [describe any improvements, changes, or low claims history].

I kindly ask that you review our policy and consider adjusting our rates accordingly. I am happy to provide additional documentation or details that may assist in your evaluation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]