

# Request for Commercial Insurance Policy Modification

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Agent's Name]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I hope this message finds you well. I am writing to formally request a modification to our current commercial insurance policy, Policy Number: [Insert Policy Number].

Due to [briefly explain reason for modification, e.g., changes in business operations, asset acquisition], we believe that adjustments to our coverage are necessary to ensure adequate protection for our business.

Specifically, we would like to request the following modifications:

- [Modification 1]
- [Modification 2]
- [Modification 3]

We appreciate your attention to this matter and look forward to discussing the necessary steps to implement these changes. Please let me know a convenient time for us to connect.

Thank you for your prompt assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]