

# Business Insurance Coverage Extension Application

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I am writing to formally request an extension of our current business insurance coverage for [Business Policy Number]. As our operations continue to grow, we have identified the need for increased coverage to safeguard our assets and mitigate potential risks.

Specifically, we would like to extend our coverage to include [details of the coverage being requested, e.g., additional property coverage, liability protection, etc.]. We believe that these enhancements are essential for our ongoing business activities and to protect our stakeholders.

Please let us know if you require any additional information or documentation to process this request. We are eager to work with you to ensure our coverage meets our current needs.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]