

Professional Liability Insurance Coverage Extension Request

To: [Insurance Company Name]

Address: [Insurance Company Address]

Date: [Current Date]

Dear [Insurance Agent's Name],

I am writing to formally request an extension of my professional liability insurance coverage. My policy number is [Policy Number], and it is set to expire on [Expiration Date].

Due to [reason for extension request, e.g., ongoing projects, potential risks], I believe that it is essential to maintain uninterrupted coverage.

Details of Current Coverage:

- Policy Holder: [Your Name/Company Name]
- Coverage Amount: [Coverage Amount]
- Type of Insurance: Professional Liability

I kindly request your assistance in processing this extension at your earliest convenience. Should you require any additional documentation or information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Address]