

# Business Interruption Insurance Premium Adjustment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Dear [Insurance Representative's Name],

I hope this letter finds you well. I am writing to formally request an adjustment to the premium for our Business Interruption Insurance policy, policy number [Insert Policy Number]. Due to [briefly explain the reason for the adjustment request, e.g., changes in our business operations, recent loss events, etc.], we believe that a review of our current premium is necessary.

We would appreciate it if you could evaluate our policy in light of these changes and provide us with a revised premium quote. We are committed to maintaining our coverage while ensuring that the terms of our insurance remain fair and reflective of our current business situation.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]