

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

Subject: Please Review The Enclosed Summary Of Your Existing Coverage Limits

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your protection needs. We are writing to provide you with a current summary of your existing insurance coverage limits for policy number [Policy Number].

It is important to review your coverage periodically to ensure it still meets your personal or business requirements. Enclosed with this letter, you will find a detailed breakdown of your current limits, deductibles, and active endorsements.

Please take a moment to review the document and consider the following:

- Have there been any major changes to your assets or property?
- Are your liability limits sufficient for your current situation?
- Has your contact information or mailing address changed?

If the enclosed summary meets your needs, no further action is required. However, if you would like to adjust your limits, add new coverage, or if you have any questions regarding your policy, please contact your agent at [Phone Number] or reply to this email.

We appreciate your continued business.

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]

Enclosure: Summary of Coverage Limits