

[Your Name]
[Your Title]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Business Owner Policy Change

I hope this letter finds you well. I am writing to request a change to our current business owner policy (Policy Number: [Your Policy Number]). After careful consideration, we have identified specific areas that require updates to align with our current business needs.

The changes we would like to request are as follows:

1. [Specify the change, e.g., increase in coverage limit]
2. [Specify the change, e.g., addition of new business location]
3. [Specify the change, e.g., update in business operations or activities]

Please let us know the necessary steps to process these changes and if there are any additional fees or documentation required. We appreciate your prompt attention to this matter and look forward to your response. Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]