

## **Letter to Customer Confirming Offer/Rejection Of Coverage Limits**

[Date]

[customer name and address]

Re: [Policy name and number]

Dear \_\_\_\_\_

As you know, in our [telephone conference/meeting] of [date] this agency offered you the following coverage limits:

[List each coverage with limits offered].

You chose not to purchase the coverage limits that were offered to you. Instead, you instructed us to [place/maintain] the following coverage limits:

[List each coverage with requested limits].

If, for any reason, you should wish to reconsider your choice of insurance coverage limits, or if you have any questions, please contact us.

Very truly yours,

[name]