

[Date]

[Recipient Name]
[Title/Position]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]

Subject: Schedule Adjustment for Public Liability Insurance Policy No. [Policy Number]

Dear [Recipient Name],

We are writing to inform you of an adjustment made to the schedule of your Public Liability Insurance Policy referenced above.

The following change(s) have been made effective [Effective Date]:

- [Describe the adjustment, e.g., changes in sum insured, coverage details, period, etc.]

Please find attached the revised schedule reflecting these adjustments. All other terms, conditions, and exclusions of your policy remain unchanged.

Should you have any questions regarding this adjustment, please feel free to contact us at [Contact Information].

Thank you for your continued trust in our services.

Sincerely,

[Your Name]
[Your Title/Position]
[Insurer/Company Name]
[Contact Information]