

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Acknowledgment of Policy Endorsement Request - Policy Number: [Policy Number]

Dear [Customer Name],

This letter is to confirm that we have received your request for an endorsement to your insurance policy, dated [Date of Request].

Our team is currently reviewing the requested changes, which include: [Brief Description of Changes, e.g., Address Change/Coverage Increase].

Please be advised that the processing of this endorsement may take approximately [Number] business days. Once the update is finalized, we will send you the formal endorsement documentation and, if applicable, an updated premium statement.

If we require any further information or documentation to complete this request, a representative from our office will contact you directly.

Should you have any questions in the meantime, please feel free to reach us at [Phone Number] or [Email Address].

Thank you for choosing [Company Name].

Sincerely,

[Name of Sender]

[Title]

[Company Name]