

[Date]

[Policyholder Name]

[Company Name]

[Address Line 1]

[Address Line 2]

**RE: Notice of Endorsement - Commercial General Liability Policy #[Policy Number]**

Dear [Policyholder Name],

This letter is to inform you that an endorsement has been added to your Commercial General Liability insurance policy, effective [Effective Date].

An endorsement is an amendment that changes the terms, conditions, or scope of your existing coverage. Please find the attached document(s) which detail the specific changes to your policy.

**Summary of Changes:**

- [Brief description of change, e.g., Addition of Additional Insured]
- [Brief description of change, e.g., Exclusion of specific operations]
- [Brief description of change, e.g., Adjustment to policy limits]

We recommend that you review this endorsement carefully and file it with your original policy documents. All other terms and conditions of your policy remain in full force and effect.

If you have any questions regarding these changes or how they affect your business operations, please contact your insurance agent or our customer service department at [Phone Number] or [Email Address].

Thank you for choosing [Insurance Company Name] for your commercial insurance needs.

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]