

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Re: Notice of Policy Endorsement

Policy Number: [Policy Number]

Effective Date: [Effective Date of Change]

Dear [Policyholder Name],

This letter confirms that we have processed the requested changes to your homeowners insurance policy. These updates have been applied as an endorsement to your existing coverage.

Summary of Changes:

- [Description of Change 1, e.g., Increased Dwelling Limit]
- [Description of Change 2, e.g., Added Scheduled Personal Property]
- [Description of Change 3, e.g., Updated Mortgagee Information]

Please find the enclosed Amended Declarations Page, which reflects your updated coverage limits and any adjustments to your premium. We recommend that you review these documents carefully and keep them with your original policy files.

If you have any questions regarding these changes or if further adjustments are needed, please contact your agent at [Agent Phone Number] or email us at [Email Address].

Thank you for choosing [Insurance Company Name] for your home protection needs.

Sincerely,

[Sender Name/Department]

[Insurance Company Name]

[Company Phone Number]