

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

Subject: Notification of Delay regarding Endorsement Request for Policy [Policy Number]

Dear [Policyholder Name],

We are writing to provide an update regarding your request for an endorsement to your policy, received on [Date of Request].

Due to [Reason for Delay, e.g., high volume of requests / additional documentation requirements], we are currently experiencing a delay in processing this update. Our team is working to finalize the changes as quickly as possible.

We anticipate that the processing will be completed by [Expected Completion Date]. Once finalized, you will receive a formal endorsement pack reflecting the updated terms of your policy.

Please be assured that this delay does not impact your current coverage. If you have any urgent questions, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for your patience and for choosing [Company Name].

Sincerely,

[Your Name/Department]

[Company Name]