

**Date:** [Insert Date]

**To:**

[Policyholder/Client Name]

[Address Line 1]

[Address Line 2]

**Subject: Notification of Endorsement Processing Completion and Declaration**

**Reference Number:** [Insert Policy/Reference Number]

**Endorsement Effective Date:** [Insert Date]

Dear [Recipient Name],

We are writing to formally notify you that the processing of the requested endorsement for the above-referenced policy has been successfully completed. All requested changes have been updated in our records.

**Summary of Changes:**

- [Description of Change 1]
- [Description of Change 2]

**Declaration:**

I, the undersigned, hereby declare that the information provided for this endorsement is true, accurate, and complete to the best of my knowledge. I understand that this endorsement now forms an integral part of the original contract/policy and is subject to the same terms and conditions therein, except as specifically amended by this update.

Please find the attached updated documents for your records. We recommend reviewing these documents carefully to ensure all details are correct.

If you have any questions regarding this endorsement or require further assistance, please contact our customer service department at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Authorized Signatory]

[Your Job Title]

[Company Name]

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**Acknowledgement (If required):**

I acknowledge receipt of this endorsement and confirm the accuracy of the changes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_