

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Policyholder Name]
[Policyholder Address]
[City, State, Zip Code]

Subject: Notice of Endorsement - Update to Policy Conditions

Dear [Policyholder Name],

This letter serves as formal notice that an endorsement has been added to your insurance policy, [Policy Number], effective as of [Effective Date].

We are updating the terms and conditions of your coverage. Please review the following summary of changes:

- **Updated Condition:** [Briefly describe the specific condition being changed]
- **Previous Terms:** [Briefly state the old language, if applicable]
- **New Terms:** [Briefly state the new language or requirement]

These changes are being implemented to [Reason for update, e.g., reflect new regulations / improve clarity / adjust risk assessment].

The attached endorsement document contains the full legal language of this update. We recommend that you keep this document with your original policy files. All other terms, conditions, and exclusions of your policy remain unchanged.

If you have any questions regarding how these updates affect your coverage, please contact your agent or our customer service department at [Phone Number].

Thank you for choosing [Company Name].

Sincerely,

[Name/Signature]
[Title]
[Company Name]