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

[Date]

[Insurance Company Name]
[Billing Department Address]
[City, State, Zip Code]

Subject: Pending Payment for New Vehicle Endorsement - Policy Number: [Your Policy Number]

Dear Billing Department,

I am writing regarding the recent endorsement added to my insurance policy for my new vehicle, a [Year, Make, and Model], which was added on [Date of Endorsement].

This letter is to acknowledge that the additional premium payment of $[Amount] is currently pending. I would like to confirm that the payment will be settled via [Mention Method: e.g., online portal, check, or automatic withdrawal] no later than [Date].

Please ensure that this pending status does not result in a lapse of coverage for the new vehicle. Kindly notify me once the payment has been successfully processed and the endorsement is fully updated.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]