

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Insurance Agent/Broker Name]
[Insurance Company Name]
[Agency Address]
[City, State, Zip Code]

RE: Request for Addition of Named Insured to Policy #[Your Policy Number]

Dear [Agent Name],

I am writing to formally request an endorsement to my current insurance policy to add a new business partner as an Additional Named Insured.

Please update the policy to include the following entity/individual:

- **Full Legal Name:** [New Partner's Name or Entity Name]
- **Tax ID / EIN:** [ID Number]
- **Business Address:** [Partner's Address]
- **Effective Date:** [Date of Partnership Start]
- **Relationship:** [e.g., General Partner, Joint Venture Partner]

This addition is necessary due to [brief reason, e.g., a new partnership agreement]. Please review this request and provide the updated Certificate of Insurance (COI) reflecting this change at your earliest convenience.

Please also advise if there will be any adjustments to the premium or if additional documentation is required to finalize this endorsement.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]