

[Date]

[Insurance Company Name]

[Broker or Agent Name]

[Address]

[City, State, Zip Code]

**RE: Request to Add Named Insured - Policy Number: [Your Policy Number]**

Dear [Name of Representative],

Please be advised that [Parent Company Name] has recently acquired a new subsidiary. We are writing to formally request the addition of this entity as a Named Insured under the above-referenced insurance policy effective [Effective Date of Acquisition].

The details for the new entity are as follows:

- **Legal Entity Name:** [Full Legal Name of Subsidiary]
- **Address:** [Business Address of Subsidiary]
- **Tax ID / FEIN:** [Tax Identification Number]
- **Business Description:** [Brief Description of Operations]
- **Ownership Percentage:** [e.g., 100%]

Please issue an endorsement reflecting this addition and provide an updated Certificate of Insurance at your earliest convenience.

Should you require any additional documentation regarding this acquisition, such as purchase agreements or loss runs, please let us know.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]