

Date: [Insert Date]

To: [Name of Insurance Broker/Agent]

Agency Name: [Insert Agency Name]

Address: [Insert Address]

Re: Request to Add Named Insured to Policy Number: [Insert Policy Number]

Dear [Name of Broker/Agent],

This letter serves as a formal request to add our parent company as an Additional Named Insured to the above-referenced insurance policy, effective [Insert Effective Date].

Please issue an endorsement to include the following entity:

Legal Entity Name: [Insert Parent Company Name]

Tax ID/FEIN: [Insert Tax ID]

Mailing Address: [Insert Parent Company Address]

Relationship: Parent Company / 100% Owner

The addition of this entity is required to ensure comprehensive coverage across our corporate structure. We understand that this addition may be subject to underwriting approval and potential premium adjustments.

Please provide a copy of the updated endorsement and a revised Certificate of Insurance once this change has been processed.

Should you require any further documentation or information regarding the corporate structure, please contact me directly at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Current Insured Subsidiary Name]