

[Date]

[Insurance Broker/Agent Name]

[Insurance Company Name]

[Address Line 1]

[Address Line 2]

RE: Request to Add Named Insured for Joint Venture Agreement - Policy Number: [Policy Number]

Dear [Agent Name],

This letter serves as a formal request to amend the above-referenced insurance policy. Pursuant to the Joint Venture Agreement entered into on [Date] between [Primary Insured Name] and [Joint Venture Partner Name], we require an endorsement to our current coverage.

Please add the following entity as an Additional Named Insured under our general liability policy:

Entity Name: [Full Legal Name of JV Partner]

Address: [Business Address of JV Partner]

Tax ID/EIN: [Tax ID Number]

This addition is required for the specific project titled "[Project Name/Contract Number]" located at [Project Address]. We request that this endorsement be effective as of [Effective Date].

Please provide a revised Certificate of Insurance and a copy of the endorsement reflecting this change as soon as possible. If there are any additional premiums or documentation required to finalize this request, please notify us immediately.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Phone Number]

[Email Address]