

[Date]

[Insurance Agent/Broker Name]

[Insurance Company Name]

[Address]

[City, State, Zip Code]

RE: Request for Additional Named Insured Endorsement

Policyholder Name: [Property Owner Name]

Policy Number: [Policy Number]

Effective Date: [Start Date]

Dear [Agent Name],

Please update the above-referenced insurance policy to include our property management company as an **Additional Named Insured**. This change is required per our management agreement for the property located at:

[Property Address]

The entity to be added is:

[Management Company Name]

[Management Company Address]

[Management Company Tax ID/EIN]

Please issue an updated Certificate of Insurance and the specific policy endorsement reflecting this change. You may send the updated documents to [Email Address].

If there are any additional premiums or forms required to complete this request, please notify us immediately.

Sincerely,

[Your Name]

[Title]

[Phone Number]