

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name or Department]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: URGENT: Follow-Up on Pending Officer Exclusion Endorsement - Policy #[Policy Number]

Dear [Recipient Name or Underwriting Team],

I am writing to formally follow up on the status of the Officer Exclusion Endorsement request submitted on [Date of Original Request] for Policy #[Policy Number].

As of today, we have not received confirmation that the endorsement has been processed or reflected in our policy documents. This matter is now urgent as it impacts our [compliance requirements / payroll reporting / certificate of insurance issuance].

Please provide an immediate update regarding the current status of this endorsement and the expected timeframe for completion. If any additional documentation or signatures are required from our side to expedite this process, please let us know immediately.

I have attached a copy of the original request for your reference. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]