[Date]

[Recipient Name]
[Recipient Title/Department]
[Company Name]
[Address Line 1]
[Address Line 2]

Subject: FOLLOW-UP: Request for Endorsement Signature - [Policy/Reference Number]

Dear [Recipient Name],

I am writing to follow up on the endorsement request sent to your office on [Date of Original Request] regarding [Policy/Contract/Project Name].

As of today, we have not yet received the signed endorsement. This document is required to [reason for endorsement, e.g., finalize coverage / update account records / ensure compliance].

For your convenience, I have attached another copy of the document to this correspondence. Please sign and return it at your earliest convenience via [Email/Mail/Fax].

If you have already sent the document, please disregard this notice. If there are any questions or if you require further clarification regarding the changes, please contact me directly at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Agency/Company Name]