

[Date]

[Policyholder Name]  
[Policyholder Address]  
[City, State, Zip Code]

Subject: Signature Required - Recreational Vehicle Policy Endorsement

Dear [Policyholder Name],

We have processed your request to add a Recreational Vehicle (RV) to your insurance policy, number [Policy Number].

Attached to this letter is the Policy Endorsement form detailing the coverage for your [Year, Make, and Model of RV]. To finalize this change and ensure your coverage is active, we require your signature on the enclosed document.

**Required Action:**

- Please review the endorsement details for accuracy.
- Sign and date the document where indicated.
- Return the signed copy to our office by [Due Date] using the enclosed envelope or via email at [Email Address].

Please note that failure to return the signed endorsement may result in a lapse of coverage for this specific vehicle.

If you have any questions regarding these changes or your premium, please contact your agent at [Phone Number].

Sincerely,

[Agent Name]  
[Insurance Company Name]