

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**Subject: ACTION REQUIRED: Missing Documentation for RV Addition - Policy #[Policy Number]**

Dear [Policyholder Name],

Thank you for your recent request to add a Recreational Vehicle (RV) to your insurance policy. We have received your initial request; however, we are unable to complete the endorsement because the following information or documentation is still missing:

- [Item 1: e.g., Copy of Vehicle Title or Registration]
- [Item 2: e.g., Bill of Sale/Purchase Agreement]
- [Item 3: e.g., Photos of all four sides of the vehicle]
- [Item 4: e.g., Completed RV Supplemental Questionnaire]

To ensure your coverage is processed accurately and without further delay, please provide the requested items by [Due Date].

**How to submit your documents:**

- **Email:** [Email Address]
- **Online Portal:** [URL]
- **Fax:** [Fax Number]

Please note that failure to provide this documentation may result in a delay of coverage or the cancellation of the pending endorsement request.

If you have already sent these documents or have any questions, please contact our service department at [Phone Number] or reply directly to this message.

Sincerely,

[Sender Name]

[Company Name]

[Phone Number]