

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Notification of Delay Regarding Policy Endorsement - [Policy Number]

Dear [Policyholder Name],

We are writing to provide you with an update regarding your request for an endorsement to your insurance policy, [Policy Number], submitted on [Date of Request].

Please be advised that there is a delay in processing this change. This delay is due to [Brief Reason: e.g., high volume of requests / additional documentation requirements / technical issues].

We understand the importance of this update and our team is working to finalize the endorsement as quickly as possible. We expect the processing to be completed by [Expected Date].

Your current coverage remains in effect during this period. Once the endorsement is processed, you will receive an updated policy declaration page reflecting the changes.

We apologize for any inconvenience this delay may cause. If you have any questions or need immediate assistance, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for your patience and for choosing [Insurance Company Name].

Sincerely,

[Name of Sender/Department]

[Insurance Company Name]