

[Date]

[Policyholder Name]

[Policyholder Address]

[City, State, Zip Code]

**RE: Notice of Processing Delay for Commercial Auto Policy #[Policy Number]**

Dear [Policyholder Name],

We are writing to acknowledge receipt of your request dated [Request Date] to amend your Commercial Auto insurance policy regarding [Brief Description of Change, e.g., Vehicle Addition/Driver Update].

Please be advised that we are currently experiencing a delay in processing this endorsement. We are currently [Reason for Delay, e.g., awaiting further documentation / experiencing high volume].

We anticipate that the processing will be completed by [Estimated Completion Date]. Once the update is finalized, you will receive the formal endorsement pages and an updated billing statement, if applicable.

Please note that this delay does not impact your existing coverage. If you have any urgent questions or need to provide additional information, please contact our service department at [Phone Number] or [Email Address].

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

Sincerely,

[Name/Signature]

[Title]

[Company Name]