

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**Subject: Advisory Regarding Policy Amendment Processing Delay**

Dear [Policyholder Name],

Policy Number: [Policy Number]

Request Date: [Date of Request]

We are writing to provide you with an update regarding your recent request for an amendment to the insurance policy mentioned above. We have received your request and our underwriting team is currently reviewing the proposed changes.

Due to [Reason for Delay - e.g., high volume of requests/need for additional documentation], we require additional time to complete the processing of your amendment. We now expect the review to be finalized by [Expected Completion Date].

Please be assured that your coverage remains in its current state until the amendment is officially processed. Once the change is completed, you will receive a revised policy schedule reflecting the updates.

If you have any urgent questions or if there is additional information you wish to provide, please contact our Customer Service Department at [Phone Number] or via email at [Email Address].

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

Sincerely,

[Name]

[Title]

[Company Name]