

Date: [Current Date]

Policyholder Name: [Policyholder Name]

Policy Number: [Policy Number]

Endorsement Reference: [Endorsement Request Number]

Dear [Policyholder Name],

Thank you for your recent request to make changes to your insurance policy. We are currently processing your endorsement request dated [Date of Request].

This letter is to inform you that the underwriting review process is taking longer than initially anticipated. Our team requires additional time to carefully evaluate the requested modifications to ensure your coverage remains accurate and compliant with our guidelines.

We expect to complete our review and provide a final decision by [Expected Completion Date]. Please be assured that your existing coverage remains in effect during this period, subject to the current terms and conditions of your policy.

If we require any further documentation or information from your side, a representative will contact you directly. We apologize for any inconvenience this delay may cause.

If you have any questions, please contact our Customer Service Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Underwriter Name or Department Name]

[Company Name]