

[Date]

[Insured Name]

[Insured Address]

[City, State, Zip Code]

Re: Delay in Processing General Liability Endorsement

Policy Number: [Policy Number]

Dear [Insured Name or Contact Person],

We are writing to provide you with an update regarding the request for an endorsement on your General Liability policy dated [Request Date].

Due to [Reason for Delay: e.g., high volume of requests / additional underwriting review / pending documentation], there has been a delay in processing this update. We sincerely apologize for any inconvenience this may cause.

Please be assured that our team is working to finalize the endorsement as quickly as possible. We expect to provide a completed status or the updated policy documents to you by [Expected Date].

If you have any questions or require immediate assistance, please contact your agent or our customer service department at [Phone Number] or [Email Address].

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

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]