

[Date]

[Insured Name]

[Mailing Address]

[City, State, Zip Code]

**RE: Policy Change Request - Processing Hold**

Policy Number: [Policy Number]

Type of Insurance: [e.g., Homeowners / Auto]

Reference Number: [Reference Number, if applicable]

Dear [Insured Name],

We have received your request to make changes to your insurance policy. However, we are currently unable to complete the endorsement process because the following information or documentation is missing:

- [Description of missing item 1]
- [Description of missing item 2]

Please provide the requested information by [Deadline Date] to ensure your coverage is updated correctly. You can submit these items via:

- Email: [Email Address]
- Fax: [Fax Number]
- Online Portal: [Website URL]

Your request will remain on hold until we receive this information. Please note that failure to provide these details may result in the cancellation of your change request or may affect your coverage status.

If you have already sent this information, please disregard this notice. If you have any questions, please contact your agent or our customer service department at [Phone Number].

Sincerely,

[Sender Name/Department]

[Insurance Company Name]