

**Date:** [Insert Date]

**Policyholder Name:** [Insert Policyholder Name]

**Policy Number:** [Insert Policy Number]

**Property Address:** [Insert Property Address]

**Subject: Status of Requested Endorsement - Pending Resolution**

Dear [Insert Policyholder Name],

We have received your request for an endorsement to your property insurance policy regarding [Insert Brief Description of Change, e.g., addition of a new structure or change in coverage limits].

This letter is to inform you that your request is currently pending. Before we can finalize this endorsement and issue the updated policy documents, we require the following information or action:

- [Insert Requirement 1, e.g., A recent professional appraisal of the property]
- [Insert Requirement 2, e.g., Photographs of the new renovations]
- [Insert Requirement 3, e.g., Payment of the additional premium invoice]

Please provide the requested items by [Insert Deadline Date] to ensure there is no lapse or delay in your requested coverage changes. Once these items are received and reviewed, we will proceed with the final processing of your endorsement.

Please note that until you receive written confirmation of the completed endorsement, your existing policy terms and coverage limits remain in effect.

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

Sincerely,

[Insert Name/Signature]

[Insert Title]

[Insert Insurance Company Name]