

Subject: Action Required: Additional Information Needed for Endorsement of [Policy/Certificate Number]

Dear [Recipient Name],

We are currently processing your request for an endorsement regarding [Type of Endorsement, e.g., Change of Address/Addition of Coverage].

Upon reviewing your file, we find that we require additional information to complete the process. To avoid further delays, please provide the following:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

Please submit these details by [Date] via [Email Address/Portal/Mail]. Once we receive this information, we will proceed with the finalization of your endorsement.

If you have any questions, please contact us at [Phone Number].

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]