

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Processing Delay for Policy Endorsement

Policy Number: [Policy Number]

Endorsement Request Date: [Date of Request]

Dear [Policyholder Name],

We are writing to provide an update regarding the endorsement request submitted for your policy on [Date of Request].

Please be advised that there is currently a delay in processing this change due to [Reason for Delay - e.g., high volume of requests / additional underwriting review required]. We apologize for any inconvenience this may cause.

Our team is working to finalize the endorsement as quickly as possible. Once the process is complete, you will receive a formal endorsement page reflecting the changes to your policy. Please note that the effective date of the change will remain [Effective Date].

In the meantime, your current coverage remains in effect. If you have any urgent questions or require immediate assistance, please contact your agent or our customer service department at [Phone Number].

Thank you for your patience and for choosing [Carrier Name].

Sincerely,

[Sender Name/Department]

[Carrier Name]