

[Date]

[Policyholder Name]
[Policyholder Address]
[City, State, Zip Code]

RE: Notice of Delay in Endorsement Issuance

Policy Number: [Policy Number]
Endorsement Request Type: [Type of Change/Endorsement]
Request Date: [Date of Request]

Dear [Policyholder Name],

We are writing to provide you with a status update regarding the Workers Compensation endorsement request for the policy referenced above.

Please be advised that there is a delay in the processing and formal issuance of this endorsement. This delay is due to [Reason for Delay, e.g., pending carrier review / additional underwriting requirements / administrative backlog].

We want to assure you that your request is being processed. In the meantime, the coverage remains subject to the terms and conditions of your existing policy and the details of your submitted request. We anticipate the completed endorsement documents will be sent to you by [Expected Date].

We apologize for any inconvenience this delay may cause. If you have any questions or require immediate documentation for a third party, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Representative Name]
[Company Name]
[Title]