

[Your Name/Agency Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

Re: Follow-Up Regarding Earthquake Coverage Endorsement for Policy #[Policy Number]

Dear [Client Name],

I am writing to follow up on our recent communication regarding the addition of Earthquake Coverage to your current insurance policy. As we discussed, your standard homeowners policy does not provide protection against damage caused by earth movement or seismic events.

To ensure your property is fully protected, we have prepared the endorsement paperwork for your review. Attached to this letter, you will find the coverage details, including the specific deductible and the impact on your annual premium.

To proceed with adding this coverage, please perform one of the following:

- Sign and return the attached endorsement form.
- Reply to this email with your formal authorization to bind coverage.
- Call our office to process the change over the phone.

If you have decided not to add this coverage at this time, please let us know so we can update your file accordingly. Please be aware that without this endorsement, any loss resulting from an earthquake will be your financial responsibility.

We look forward to hearing from you soon to ensure there are no gaps in your protection.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]