

URGENT: ACTION REQUIRED REGARDING YOUR INSURANCE POLICY

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Re: Urgent Request for Earthquake Coverage Endorsement

Policy Number: [Your Policy Number]

Dear [Insurance Agent/Company Name],

I am writing to formally and urgently request the addition of an Earthquake Coverage Endorsement to my current insurance policy, effective immediately.

Due to the increasing seismic risks in the [Your City/Region] area, I wish to ensure that my property and assets are fully protected against damages resulting from earth movement. Please update my policy to include:

- Comprehensive earthquake coverage for the primary structure.
- Coverage for personal property/contents.
- Loss of use / Additional living expenses coverage.

Please provide me with a revised declarations page and an invoice for the additional premium as soon as this endorsement has been processed. If you require any additional information or a signature on specific forms to finalize this addition, please send them to me via email at [Your Email Address] immediately.

I look forward to receiving confirmation of this coverage within [Number] business days.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]