

[Date]

[Insurance Company Name]
[Underwriter Name or Department]
[Address]
[City, State, Zip Code]

RE: Request to Remove Specific Project Endorsement

Policy Number: [Your Policy Number]
Project Name/Description: [Name of Project]
Project Address: [Project Location]
Endorsement Number: [Specific Endorsement Number, if known]

To Whom It May Concern,

I am writing to formally request the removal of the Specific Project Endorsement currently attached to the above-referenced General Liability policy.

The project described as [Project Name] was successfully completed on [Completion Date]. As this project is now finished and all contractual obligations regarding active operations have been met, we no longer require the specific coverage or additional insured requirements associated with this specific endorsement.

Please process this removal effective [Effective Date of Removal]. We understand that this change may result in a premium adjustment and request that any applicable pro-rata return premium be credited to our account or refunded.

Please provide a revised policy declaration page or a confirmation of endorsement removal for our records.

Thank you for your assistance. If you require further documentation regarding the project completion, please contact me at [Phone Number] or [Email Address].

Sincerely,

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