

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Insurance Company Name]
[Insurance Agent's Name (if applicable)]
[Insurance Company Address]
[City, State, Zip Code]

RE: Request to Remove Home Business Endorsement
Policy Number: [Your Policy Number]

Dear [Insurance Agent Name or Customer Service Department],

I am writing to formally request the removal of the Home Business Endorsement currently attached to my homeowners insurance policy, effective [Date you want the change to take effect].

I am requesting this change because I am no longer operating a business out of my residence. As of [Date business closed/moved], there is no longer any business-related activity, equipment, or liability risk associated with this property.

Please update my policy records and provide me with a revised policy declarations page reflecting this change. Additionally, I request a confirmation of any premium adjustment or refund that may result from the removal of this endorsement.

Please let me know if there are any specific forms I need to sign or if you require further information to process this request.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]