

[Date]

[Policyholder Name]

[Address Line 1]

[City, State, Zip Code]

Re: Policy Number [Policy Number] - Endorsement Notification

Dear [Policyholder Name],

We are writing to inform you that an endorsement has been applied to your insurance policy. This update reflects recent changes to your coverage or account details as requested or required.

Electronic Delivery and Portal Access

In line with your preference for paperless communication, your updated policy documents are now available for viewing and download through our secure online portal.

To access your documents:

- Visit our website at [Portal URL].
- Log in using your username and password.
- Navigate to the "My Documents" or "Policy Updates" section.

Please review these documents carefully to ensure all information is accurate. If you have any questions regarding this endorsement or have trouble accessing the portal, please contact our customer service team at [Phone Number] or [Email Address].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Sender Name]

[Title/Department]

[Insurance Company Name]