

[Date]

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

**RE: Notice of Policy Endorsement**

**Insured Name:** [Insured Name]  
**Policy Number:** [Policy Number]  
**Collateral/Property:** [Description of Property/VIN/Address]  
**Loan Reference Number:** [Loan Number]

To Whom It May Concern,

Enclosed please find a copy of the recent endorsement processed for the above-referenced insurance policy. As the designated lienholder or loss payee, we are providing this documentation for your records.

The endorsement includes the following changes:

- [Brief description of change, e.g., Updated coverage limits]
- [Brief description of change, e.g., Change in deductible]
- [Brief description of change, e.g., Addition of equipment]

Please update your files accordingly. All other terms and conditions of the policy remain in full force and effect.

If you have any questions regarding this endorsement or require additional information, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name/Agency Name]  
[Title]  
[Contact Information]

Enclosure: Policy Endorsement Copy