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

[Date]

[Insurance Company Name]
[Agent Name/Department]
[Insurance Company Address]
[City, State, Zip Code]

RE: Request for Vacation Property Liability Protection Endorsement
Policy Number: [Your Primary Policy Number]

Dear [Agent Name/Insurance Provider],

I am writing to formally request the addition of a Vacation Property Liability Protection Endorsement to my current insurance policy. This request pertains to my secondary/vacation property located at the following address:

[Full Address of Vacation Property]

I would like this endorsement to provide extended liability coverage for this premises, including protection against bodily injury or property damage claims that may occur on-site. Please ensure the coverage limits align with my existing primary liability limits of [Enter Amount, e.g., $500,000].

Furthermore, please clarify if this endorsement covers the following scenarios:

- Short-term rentals to third parties (if applicable).
- Liability arising from the use of recreational equipment on the property.
- Medical payments to guests.

Please provide a written quote for the additional premium required for this endorsement and an updated Declarations Page once the change has been processed. If you require further details regarding the property structure or usage, please contact me at [Your Phone Number].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]