

Business Interruption Insurance Endorsement Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Dear [Insurance Agent's Name],

I hope this message finds you well. I am writing to formally request an endorsement for our business interruption insurance policy, policy number [Insert Policy Number].

Due to recent changes in our business operations and an increase in potential risks, we believe that an adjustment to our current coverage is necessary to ensure adequate protection against potential financial losses.

We would like to discuss the possibility of increasing our coverage limits and any other related endorsements that may be beneficial to our policy. Please provide us with the necessary forms and information needed to initiate this process.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]