

Insurance Endorsement Request

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Dear [Insurance Company Contact Name],

I am writing to formally request an endorsement to my insurance policy for a change of name. My current policy number is [Insert Policy Number], and it is held under the name [Current Name].

I would like to change the name on this policy to [New Name]. This request is due to [briefly explain the reason, e.g., marriage, legal name change, etc.].

Attached to this letter are the necessary documents supporting this request, including [list any attached documents, e.g., marriage certificate, court order, etc.].

Please let me know if you require any additional information or further documentation to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]