

Insurance Policy Endorsement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

Subject: Request for Endorsement to Include Additional Property Listing

I am writing to formally request an endorsement to my current insurance policy ([Policy Number]) for the purpose of adding an additional property listing. The details of the property are as follows:

Property Address: [Insert Property Address]

Type of Property: [Residential/Commercial/Other]

Date of Purchase: [Insert Date]

As per the terms of my existing policy, I would like this new property to be included to ensure it is adequately covered. Please let me know if there are any forms or further documentation required to process this endorsement request.

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

Sincerely,

[Your Name]