

# Insurance Endorsement Status Confirmation

Date: [Insert Date]

To:

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the status of your insurance endorsement for policy number [Insert Policy Number].

Your request for the endorsement was received on [Insert Request Date], and we are pleased to inform you that it is currently [Insert Status: approved, pending, denied, etc.].

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

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