

[Your Company Letterhead]
[Date]

[Insurance Company Name]
[Address Line 1]
[Address Line 2]

Attn: [Name or Department]

Subject: Territory Extension Endorsement Request

Dear Sir/Madam,

We kindly request an extension of the coverage territory under our current policy as detailed below:

Policy Number: [Policy Number]

Insured Name: [Insured Name]

Current Territory: [Current Described Territory]

Requested Extension: [Specify New Territories or Locations]

Please let us know if further information or documentation is required. We appreciate your prompt attention to this request.

Thank you.

Sincerely,

[Your Name]
[Your Title/Position]
[Company Name]
[Contact Information]