

[Date]

[Recipient Name]

[Recipient Organization/Entity]

[Address Line 1]

[Address Line 2]

RE: Confirmation of Additional Insured Status

Dear [Recipient Name],

This letter serves to confirm that [Insured Party/Organization Name] has added [Name of Entity to be Insured] as an "Additional Insured" on our General Liability insurance policy for the upcoming special event described below:

- **Event Name:** [Event Name]
- **Event Date(s):** [Start Date] to [End Date]
- **Event Location:** [Venue Name and Address]
- **Policy Number:** [Policy Number]
- **Insurance Carrier:** [Insurance Company Name]

The coverage provided to [Name of Entity to be Insured] as an Additional Insured is primary and non-contributory for any liability arising out of the operations of the named insured during the aforementioned event. The limits of liability are [Dollar Amount] per occurrence and [Dollar Amount] in the aggregate.

Please find the attached Certificate of Insurance (COI) and the specific policy endorsement reflecting this status.

If you require any further documentation or have questions regarding our coverage, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Organization Name]