[Date]

[Certificate Holder Name]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Issuance of Waiver of Subrogation Endorsement

Dear [Contact Name],

Please be advised that [Your Company Name] has obtained the requested Waiver of Subrogation endorsement for our General Liability insurance policy, as required per our contract dated [Contract Date].

Attached to this letter, you will find the formal endorsement page issued by our insurance carrier, [Insurance Company Name]. This endorsement confirms that the insurer waives any right of recovery against [Certificate Holder/Client Name] for losses arising out of our operations, to the extent required by our written agreement.

Policy Details:

- **Policy Number:** [Policy Number]
- **Effective Period:** [Start Date] to [End Date]
- **Endorsement Reference:** [Form Number/Name]

We have also attached an updated Certificate of Liability Insurance reflecting this change. Please update your records accordingly.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Enclosures: Endorsement Page, Certificate of Insurance