[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

**RE: Issuance of Waiver of Subrogation Endorsement**

Policy Number: [Policy Number]
Property Location: [Property Address/Description]

Dear [Recipient Name],

Pursuant to the terms of the lease agreement dated [Lease Date] between [Landlord Name] and [Tenant Name], this letter serves as formal notification that a Waiver of Subrogation endorsement has been issued for the commercial property insurance policy referenced above.

Under this endorsement, the insurer agrees to waive any rights of recovery against [Name of Party being waived, e.g., Landlord or Tenant] for losses covered by the policy, provided such waiver was agreed to in writing prior to the occurrence of a loss.

Attached to this letter, please find:

- A copy of the specific Endorsement Form.
- An updated Certificate of Insurance (COI) reflecting the waiver status.

Please review these documents to ensure they meet your contractual requirements. Should you have any questions regarding the coverage or the terms of this endorsement, please contact [Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Company Name]