

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Confirmation of Policy Renewal and Primary and Non-Contributory Endorsement

Dear [Recipient Name],

This letter serves to formally notify you that the insurance policy listed below has been renewed for the upcoming term.

Policy Details:

Policy Type: [Type of Insurance, e.g., General Liability]

Policy Number: [Policy Number]

Effective Date: [Start Date]

Expiration Date: [End Date]

Insurer: [Insurance Company Name]

We further confirm that this policy includes a **Primary and Non-Contributory Endorsement** in favor of [Name of Additional Insured].

Under this endorsement, the coverage provided by this policy shall be primary to any other insurance available to the Additional Insured. Furthermore, [Insurance Company Name] will not seek contribution from any other insurance available to the Additional Insured for claims arising out of the operations of the Named Insured.

A Certificate of Insurance (COI) reflecting these terms and the renewed policy period is attached for your records.

Please contact our office at [Phone Number] or [Email Address] if you have any questions regarding this renewal or the specific endorsement language.

Sincerely,

[Your Name]

[Your Title]

[Your Agency/Company Name]