

[Date]

[Executive Director Name]

[Organization Name]

[Street Address]

[City, State, Zip Code]

**Subject: Confirmation of Hired and Non-Owned Auto (HNOA) Endorsement**

Dear [Name],

This letter serves to confirm that a Hired and Non-Owned Auto (HNOA) endorsement has been successfully added to the insurance policy for [Organization Name].

**Policy Details:**

- **Insurance Carrier:** [Carrier Name]
- **Policy Number:** [Policy Number]
- **Effective Date:** [Date]
- **Coverage Limit:** [Amount]

**Coverage Summary:**

This endorsement provides liability protection for your organization when staff or volunteers use their personal vehicles for official non-profit business, or when the organization rents vehicles for short-term use. This coverage is secondary to the vehicle owner's primary insurance.

Please keep this confirmation with your permanent insurance records. If you have any questions regarding the specific terms or exclusions of this endorsement, please contact our office.

Sincerely,

[Agent Name]

[Agency Name]

[Phone Number]