[Date]

[Insurance Company Name]
[Policy Department]
[Street Address]
[City, State, Zip Code]

RE: Request for Special Event Liquor Liability Endorsement

Policy Number: [Your General Liability Policy Number]

To Whom It May Concern,

This letter is a formal request to add a Special Event Liquor Liability Endorsement to the above-referenced insurance policy. Please update our coverage to include the following event details:

- **Event Name:** [Name of Event]
- **Event Date(s):** [Start Date] to [End Date]
- **Event Hours:** [Start Time] to [End Time]
- **Location:** [Full Venue Address]
- **Estimated Attendance:** [Number of Guests]
- **Nature of Event:** [e.g., Gala, Wedding, Corporate Fundraiser]
- **Type of Alcohol Service:** [e.g., Cash Bar, Open Bar, Hosted Wine/Beer]

We require a liability limit of $[Amount, e.g., 1,000,000] per occurrence for this endorsement. If there is an additional premium required for this coverage, please provide a quote or process the billing to our account on file.

Once the endorsement has been processed, please provide an updated Certificate of Insurance (COI) naming the following entity as an Additional Insured:

[Venue or Entity Name]
[Venue Address]

Thank you for your prompt assistance with this matter. Please contact me at [Phone Number] or [Email Address] if you require further information.

Sincerely,

[Signature]
[Your Printed Name]
[Your Title/Organization]