Date: [Insert Date]

Policyholder Name: [Insert Name]
Policy Number: [Insert Policy Number]
Property Address: [Insert Address]

Subject: Underwriting Requirements for Liquor Liability Endorsement

Dear [Insert Policyholder Name],

We have received your request to add a Liquor Liability Endorsement to your current insurance policy. To complete the underwriting process and determine eligibility, please provide the following information and documents:

- A completed and signed Liquor Liability Supplemental Application.
- Estimated annual gross receipts for alcohol sales versus food sales.
- A copy of your valid state liquor license.
- Proof of mandatory alcohol server training (e.g., TIPS or LEAD) for all staff members.
- A copy of your establishment's written policy regarding ID checking and intoxicated patrons.
- Loss runs or claims history for the past three years specifically related to liquor liability.

Please submit these documents by [Insert Deadline Date] to avoid a delay in processing your request or a potential lapse in coverage. Once we receive the information, our underwriting department will review the file and notify you of the final decision regarding the premium and terms.

If you have any questions, please contact your agent or our underwriting department at [Insert Phone Number].

Sincerely,

[Insert Name/Company Name]
Underwriting Department