[Date]

[Insurance Agent Name]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

RE: Request for Host Liquor Liability Endorsement

Policyholder: [Your Name or Business Name]

Policy Number: [Your Policy Number]

Dear [Agent Name],

I am writing to formally request the addition of a Host Liquor Liability endorsement to my existing insurance policy referenced above.

This coverage is requested for the following event/period:

- **Event Description:** [e.g., Annual Office Holiday Party]
- **Date of Event:** [Date]
- **Location:** [Venue Name and Address]
- **Estimated Number of Guests:** [Number]

Please confirm the receipt of this request and provide an updated Certificate of Insurance (COI) reflecting the addition of this coverage. If there is an additional premium required for this endorsement, please send the invoice or payment instructions at your earliest convenience.

Thank you for your assistance. Please contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

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