[Date]

[Insured Name]
[Street Address]
[City, State, Zip Code]

RE: Notice of Renewal - Liquor Liability Addition Endorsement

Policy Number: [Policy Number]
Expiration Date: [Expiration Date]

Dear [Insured Name],

This letter serves as a formal notice that your Liquor Liability Addition Endorsement is scheduled for renewal on [Renewal Date]. This endorsement provides essential coverage for bodily injury or property damage claims arising out of the selling, serving, or distribution of alcoholic beverages.

To ensure continuous coverage without a lapse, please review the following details for the upcoming term:

- **Estimated Annual Gross Sales (Liquor):** $[Amount]
- **Renewal Premium:** $[Amount]
- **Limit of Liability:** $[Amount]

If there have been any significant changes to your business operations, such as changes in alcohol sales volume, new training certifications (e.g., TIPS or TABC), or previous claims history, please notify us immediately as these may affect your premium or eligibility.

To accept this renewal, please [Instruction: e.g., sign the attached form / remit payment] by [Due Date].

Thank you for your continued business. If you have any questions regarding this endorsement, please contact your agent at [Phone Number] or [Email Address].

Sincerely,

[Name of Insurance Company/Agent]
[Title]