

[Date]

[Policyholder Name]
[Policyholder Address]
[City, State, Zip Code]

Re: Policy Number: [Policy Number]
Endorsement: Completed Operations Coverage

Dear [Policyholder Name],

We are pleased to inform you that the Completed Operations Endorsement has been officially added to your insurance policy, effective as of [Effective Date].

This endorsement extends your liability coverage to include bodily injury or property damage that occurs away from your business premises and arises out of work or operations that have already been completed or abandoned.

Please find the attached endorsement documentation. We recommend that you review this document carefully and keep it with your original policy files. This coverage is subject to the limits, terms, and conditions specified in your policy agreement.

If you have any questions regarding this endorsement or your overall coverage, please contact your agent at [Agent Phone Number] or [Agent Email Address].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Sender Name]
[Sender Title]
[Insurance Company Name]