

[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

RE: Issuance of Additional Insured - Completed Operations Endorsement

Policy Number: [Policy Number]
Project Name/Contract: [Project Name or Reference Number]

Dear [Contact Name],

Pursuant to the insurance requirements outlined in our contract for the above-referenced project, please find the enclosed endorsement to our General Liability policy.

This endorsement specifically provides **Additional Insured - Completed Operations** coverage in favor of [Name of Entity being added as Additional Insured]. This coverage extends to liability arising out of "your work" performed for the Additional Insured and included in the "products-completed operations hazard."

Please update your records to reflect this addition. Should you have any questions regarding the terms of this endorsement or require further documentation, please contact our insurance broker, [Broker Name], at [Broker Phone/Email].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Company Name]

Enclosure: Additional Insured - Completed Operations Endorsement Form [Form Number]