

[Date]

[Policyholder Name]

[Policyholder Address]

[City, State, Zip Code]

RE: Issuance of Completed Operations Liability Endorsement

Policy Number: [Policy Number]

Dear [Policyholder Name],

We are pleased to inform you that the requested **Completed Operations Liability Endorsement** has been formally added to your General Liability 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 premises and arises out of work that has been completed or abandoned by your business. This is a critical protection for your contracting operations after a project has been finalized.

Please find the following documents attached to this letter:

- The Endorsement Schedule and Declarations page.
- The specific policy forms detailing the terms and conditions of this coverage.
- An updated invoice for the additional premium (if applicable).

We recommend that you review these documents carefully and keep them with your original policy folder. Should you have any questions regarding the scope of this coverage or your policy limits, please contact your insurance agent at [Agent Phone Number] or [Agent Email Address].

Thank you for choosing [Insurance Company Name] for your business insurance needs.

Sincerely,

[Sender Name]

[Title]

[Insurance Company/Agency Name]