

[Date]

[Certificate Holder Name]

[Attention: Contact Name/Department]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Issuance - Additional Insured / Completed Operations Endorsement

Dear [Contact Name],

Please be advised that [Insurance Agency Name] has processed the requested endorsement for the following insured party:

- **Named Insured:** [Your Company Name / Policyholder Name]
- **Policy Number:** [Policy Number]
- **Policy Period:** [Effective Date] to [Expiration Date]
- **Project/Contract Name:** [Project Name or Contract Reference Number]

As per the requirements of our contract, we have formally issued the **Additional Insured - Owners, Lessees or Contractors - Completed Operations** endorsement (Form [Insert Form Number, e.g., CG 20 37] or equivalent) in favor of [Certificate Holder Name].

This endorsement extends general liability coverage to include your organization for "bodily injury" or "property damage" arising out of "your work" performed by the insured and included in the "products-completed operations hazard."

Attached to this letter, please find the updated Certificate of Liability Insurance (COI) and the specific policy endorsement page for your records.

If you have any questions regarding this issuance or require further documentation, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company/Agency Name]

Enclosures: Certificate of Liability Insurance, Completed Operations Endorsement Page