

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[Insurance Company Name]  
[Attn: Underwriting Department]  
[Address]  
[City, State, Zip Code]

**RE: Request for Off-Premises Catering Liquor Liability Expansion**  
Policy Number: [Your Policy Number]

To Whom It May Concern,

I am writing to formally request an expansion of our current liquor liability coverage to include off-premises catering activities. Currently, our policy covers alcohol service at [Primary Location Address]. We are expanding our business operations to include professional catering services at various external venues.

Please find the relevant details regarding this expansion below:

- **Effective Date:** [Desired Start Date]
- **Nature of Events:** [e.g., Weddings, corporate events, private parties]
- **Estimated Annual Off-Premises Revenue:** \$[Amount]
- **Estimated Number of Events per Year:** [Number]
- **Service Standards:** All staff members are [e.g., TIPS/TABC/ServSafe] certified.

We request that you provide a quote for this additional coverage or an endorsement to our existing policy. If you require additional documentation, such as event contracts or safety protocol manuals, please let us know.

Thank you for your assistance in this matter. We look forward to your prompt response.

Sincerely,

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