

[Current Date]

[Insurance Company Name]

[Underwriting Department]

[Street Address]

[City, State, Zip Code]

RE: Request for Special Event Liquor Liability Expansion

Policy Number: [Enter Policy Number]

Named Insured: [Enter Name of Insured/Organization]

To Whom It May Concern,

I am writing to formally request an expansion of our current liability coverage to include Special Event Liquor Liability for the following upcoming event:

- **Event Name:** [Enter Name of Event]
- **Event Date:** [Enter Date]
- **Event Hours:** [Enter Start Time] to [Enter End Time]
- **Location:** [Enter Venue Name and Full Address]
- **Estimated Attendance:** [Enter Number of Guests]
- **Nature of Event:** [e.g., Fundraiser, Wedding Reception, Corporate Gala]

We require the liquor liability limits to be [Enter Amount, e.g., \$1,000,000 per occurrence / \$2,000,000 aggregate]. Alcohol will be served by [Enter Provider, e.g., a licensed catering firm / TIPS certified volunteers].

Please provide a quote for this coverage expansion and advise if any additional documentation or applications are required to bind this coverage. We would appreciate a response by [Enter Deadline Date].

Thank you for your assistance with this matter.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Phone Number]

[Email Address]