

**Date:** [Insert Date]

**To:** [Policyholder Name]

**Address:** [Street Address]

**City, State, Zip:** [City, State, Zip Code]

**Re: Risk Management Review - Liquor Liability Coverage Expansion**

Dear [Contact Name],

We have received your request to expand the Liquor Liability portion of your insurance program to include [New Location/New Event/Additional Service]. Our risk management department has completed an initial review of your application and the following items are required to finalize the expansion:

- **Updated Training Certifications:** Please provide proof of current alcohol server training (e.g., TIPS or RAMP) for all staff at the new location.
- **Operational Policies:** A copy of your written policies regarding ID verification and management of intoxicated patrons.
- **Licensing:** A copy of the approved liquor license issued by the local authority for this expansion.
- **Claims History:** Updated loss runs specifically related to alcohol service for the past three years.

Our review identifies the following areas of focus for your risk mitigation strategy:

[Insert specific risk observations or recommendations here, e.g., security ratios, surveillance coverage, or food-to-alcohol sales ratios.]

Please submit the requested documentation by [Due Date]. Once received, we will proceed with the final underwriting determination and provide you with an updated premium quote or endorsement.

If you have any questions regarding these requirements, please contact your risk advisor at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Title]

[Insurance Company/Risk Management Firm Name]