

[Date]

[Insurance Company Name]

[Insurance Agent Name]

[Address]

[City, State, Zip Code]

RE: Request for Expansion of Liquor Liability Coverage

Policy Number: [Your Policy Number]

To [Agent Name or Underwriting Department],

I am writing to formally request an expansion of our current liquor liability insurance coverage for our establishment, [Business Name].

We have recently completed the construction of a new private dining room located within our existing premises. This space will be used for private parties, corporate events, and hosted functions where alcoholic beverages will be served.

Please find the updated details below:

- **New Space Name:** [e.g., The Oak Room]
- **Square Footage:** [Number] sq. ft.
- **Maximum Capacity:** [Number] persons
- **Anticipated Launch Date:** [Date]

We request that our policy limits and venue definitions be updated to include this specific area to ensure full coverage for all events held therein. Please let us know if this change will result in a premium adjustment or if additional documentation is required.

Thank you for your prompt attention to this request. We look forward to receiving the updated endorsement for our records.

Sincerely,

[Your Name]

[Title]

[Business Name]

[Phone Number]

[Email Address]