[Date]

[Sponsor Name]
[Sponsor Contact Person]
[Sponsor Address]
[City, State, Zip Code]

Subject: Confirmation of Additional Insured Status for [Event Name]

Dear [Sponsor Contact Name],

This letter serves to confirm that **[Sponsor Name]** has been officially added as an "Additional Insured" to the general liability insurance policy of **[Organization/Event Host Name]** for the upcoming event, **[Event Name]**, taking place on **[Event Date(s)]**.

As per our sponsorship agreement, this coverage applies to the operations and activities related to the event held at [Event Location]. This status ensures that [Sponsor Name] is protected under our policy limits for claims arising out of our negligence during the course of the event.

Please find the following document(s) attached for your records:

- Certificate of Insurance (COI)
- Additional Insured Endorsement Page

The policy details are as follows:

- **Insurance Carrier:** [Insurance Company Name]
- **Policy Number:** [Policy Number]
- **Coverage Period:** [Start Date] to [End Date]

If your legal or risk management department requires any further documentation or specific language adjustments, please let us know as soon as possible.

We appreciate your support of [Event Name] and look forward to a successful partnership.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]
[Phone Number]
[Email Address]