

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Re: General Liability Endorsement Enclosed

Policy Number: [Policy Number]

Dear [Name of Insured],

Please find enclosed the endorsement document for your General Liability insurance policy.

This endorsement serves as a formal amendment to your existing policy. We recommend that you review this document carefully to understand the specific changes or additions to your coverage. Please keep this document with your original policy files for your records.

If you have any questions regarding this endorsement or your overall coverage, please contact our office at [Phone Number] or via email at [Email Address].

Thank you for choosing [Insurance Agency/Company Name].

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency/Company Name]

Enclosure: Policy Endorsement