

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Delivery of Endorsed Commercial General Liability Policy

Policy Number: [Policy Number]

Effective Dates: [Start Date] to [End Date]

Dear [Client Name],

Enclosed please find your Commercial General Liability policy, which includes the endorsements recently requested and processed. These endorsements have been integrated into your policy documents to ensure your coverage reflects the current requirements of your business operations.

We recommend that you review the enclosed documents carefully, paying particular attention to the "Exclusions" and "Conditions" sections. Please verify that the named insured, business description, and limits of liability are accurate.

Key highlights of your coverage include:

- General Aggregate Limit: \$[Amount]
- Each Occurrence Limit: \$[Amount]
- Products/Completed Operations Limit: \$[Amount]
- Specific Endorsements Added: [List Endorsements]

Please keep this document in a secure location as it serves as your proof of insurance. If you have any questions regarding these changes or if you need to report a claim, please contact our office at [Phone Number] or via email at [Email Address].

Thank you for choosing [Agency/Company Name] for your business insurance needs.

Sincerely,

[Agent Name]

[Title]

[Agency Name]

Enclosure: Policy Documents