

[Date]

[Recipient Name]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

**RE: Insurance Policy Delivery - [Event Name]**

Dear [Recipient Name],

Please find enclosed the official insurance policy documents for your upcoming corporate expo scheduled for [Event Date] at [Venue Name].

This policy provides coverage specifically for the single-day duration of your event, including set-up and tear-down periods as specified in the declarations page. We recommend that you review the following sections of the document immediately:

- **Limits of Liability:** Ensuring they meet your venue's requirements.
- **Additional Insureds:** Confirming all requested parties are listed.
- **Exclusions:** Understanding specific activities not covered by this policy.

Please keep a digital or physical copy of these documents on-site during the event to present to venue management if requested.

If you have any questions regarding your coverage or need to make last-minute adjustments, please contact our office at [Phone Number] or [Email Address].

We hope you have a successful and safe event.

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency Name]