

**Date:** [Insert Date]

**To:** [Insert Policyholder Name]  
[Insert Organization/Festival Name]  
[Insert Address]

**Subject:** Delivery of Short-Term Liability Insurance Policy - [Insert Festival Name]

Dear [Insert Contact Name],

Thank you for choosing [Insert Agency/Company Name] for your event insurance needs. We are pleased to provide your Short-Term Liability Insurance Policy for the upcoming music festival.

Please find the following documents attached to this email:

- Insurance Policy Declaration Page
- Certificate of Insurance (COI)
- Terms and Conditions
- Claims Reporting Instructions

**Policy Summary:**

- **Policy Number:** [Insert Policy Number]
- **Coverage Period:** [Insert Start Date] to [Insert End Date]
- **Event Name:** [Insert Festival Name]
- **Coverage Limit:** [Insert Limit, e.g., \$1,000,000 per occurrence]

Please review these documents carefully to ensure all details, including the venue name and additional insured parties, are correct. It is recommended that you keep a digital and printed copy of your Certificate of Insurance on-site during the festival.

If you have any questions or need to make any adjustments to your coverage, please contact us at [Insert Phone Number] or [Insert Email Address].

We wish you a successful and safe festival.

Best regards,

[Insert Sender Name]  
[Insert Job Title]  
[Insert Agency Name]