

[Date]

[Organization Name]

[Contact Person]

[Street Address]

[City, State, Zip Code]

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

Dear [Contact Person Name],

We are pleased to provide the enclosed insurance policy for your upcoming charity gala. Please find the details of your short-term coverage below:

- **Policy Number:** [Policy Number]
- **Insured Event:** [Event Name]
- **Coverage Period:** [Start Date/Time] to [End Date/Time]
- **Venue:** [Venue Name and Address]

Please review the attached documents carefully, including the Declarations Page and any specific endorsements or exclusions related to fundraising activities, liquor liability, or volunteer coverage.

We recommend that you keep a digital or printed copy of this policy on-site during the event. Should the venue require a Certificate of Insurance (COI) naming them as an additional insured, please let us know immediately if it is not already included in this package.

We wish you a successful and safe event. If you have any questions regarding your coverage, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Agent Name]

[Agency Name]

**Enclosures:** [List documents, e.g., Policy Jacket, COI, Receipt]