

[Date]

[Exhibitor Name]
[Company Name]
[Address Line 1]
[City, State, Zip Code]

Re: Short-Term Liability Insurance Policy - [Event Name]

Dear [Exhibitor Contact Name],

Thank you for choosing [Insurance Company Name] for your event coverage. We are pleased to confirm that your short-term liability insurance policy for [Event Name] is now active.

Please find the following documents attached to this correspondence:

- Certificate of Insurance (COI)
- Policy Declaration Page
- Terms and Conditions
- Claim Filing Instructions

Policy Details:

- **Policy Number:** [Policy Number]
- **Coverage Dates:** [Start Date] to [End Date]
- **Booth Number/Location:** [Booth Number]

We recommend that you keep a printed copy of the Certificate of Insurance at your booth throughout the duration of the event, as venue management or event organizers may request to see proof of coverage.

If you have any questions regarding your coverage or need to make any amendments to your policy, please contact our customer service team at [Phone Number] or via email at [Email Address].

We wish you a successful and safe exhibition.

Sincerely,

[Sender Name]
[Title]
[Insurance Company Name]