

[Date]

[Policyholder Name]

[Organization Name]

[Address Line 1]

[City, State, Zip Code]

RE: Insurance Policy Delivery - [Community Fair Name]

Dear [Name],

Thank you for choosing [Insurance Agency/Company Name] to provide coverage for the upcoming [Community Fair Name]. We are pleased to confirm that your event insurance policy is now active.

Please find the following documents attached for your records:

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

We recommend that you review these documents carefully to ensure that the coverage limits, event dates, and venue requirements align with your expectations. Please pay particular attention to any exclusions or specific safety requirements outlined in the policy.

In the event of an incident or if you need to file a claim, please contact our claims department immediately at [Phone Number] or via email at [Email Address].

We wish you a safe and successful community fair. If you have any questions regarding your coverage, please do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]