

[Date]

[Insured Name]

[Insured Address]

[City, State, Zip Code]

Subject: Delivery of Short-Term Liability Insurance Policy

Dear [Insured Contact Name],

Thank you for choosing [Insurance Company Name] for your event insurance needs. We are pleased to provide the short-term liability insurance policy for your upcoming live concert.

Event Details:

- **Event Name:** [Event Name]
- **Venue:** [Venue Name]
- **Coverage Dates:** [Start Date] to [End Date]
- **Policy Number:** [Policy Number]

Please find the following documents attached to this letter:

1. Insurance Policy Schedule
2. Certificate of Insurance (COI)
3. Terms and Conditions
4. Claims Reporting Instructions

We recommend that you review these documents carefully to ensure all details are correct. Please pay close attention to the coverage limits, exclusions, and any venue-specific requirements mentioned in the policy.

If you have any questions regarding your coverage or need to make adjustments to the policy, please contact your agent at [Phone Number] or via email at [Email Address].

We wish you a successful and safe concert.

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]