

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Insurance Policy Delivery - [Event Name/Reference Number]

Dear [Client Name],

Thank you for choosing [Agency/Company Name] to provide insurance coverage for your upcoming private banquet. We are pleased to confirm that your policy is now active.

Please find the following documents attached to this letter:

- Certificate of Liability Insurance
- Full Policy Terms and Conditions
- Premium Payment Receipt
- Claims Reporting Instructions

We recommend that you review these documents carefully to ensure that the coverage limits, event date, and venue information are correct. Please provide a copy of the Certificate of Insurance to your venue coordinator as they may require it for their records.

Key Policy Details:

Event Date: [Date]

Venue: [Venue Name]

Coverage Type: [Type, e.g., General Liability and Liquor Liability]

If you have any questions regarding your coverage or if there are any changes to your event details, please contact us immediately at [Phone Number] or [Email Address].

We hope you have a successful and memorable event.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]