

[Date]

[Production Company Name]

[Contact Person Name]

[Address]

[City, State, Zip Code]

**Re: Insurance Policy Delivery - [Production Title]**

Dear [Contact Person Name],

We are pleased to provide the short-term insurance policy documents for your upcoming theatrical production, "[Production Title]."

The enclosed policy includes the following coverage details:

- **Policy Number:** [Policy Number]
- **Insurance Carrier:** [Carrier Name]
- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date]

Please review the attached Policy Schedule and Declarations Page to ensure that all production dates, venue requirements, and liability limits are accurate. It is essential to verify that any required "Additional Insured" endorsements for your venue or equipment rental houses are included as requested.

Should you need to extend the production dates or file a claim, please contact our office immediately at [Phone Number] or [Email Address].

We wish you a successful run of your production.

Sincerely,

[Agent Name]

[Agency Name]

Enclosures: Insurance Policy, Certificate of Insurance