

Insurance Explanation Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide clarification regarding the insurance coverage for volunteers involved in [specific volunteer work or project] at [Organization Name].

As a volunteer, you are covered under our organization's [type of insurance, e.g., general liability insurance]. This policy provides protection against claims arising from accidents or injuries that may occur while volunteering. It is important to note that while volunteering, you are considered to be acting on behalf of our organization.

Furthermore, we encourage all volunteers to have their own personal health insurance. While our policy covers certain liabilities, it does not extend to personal medical expenses incurred during volunteer activities.

If you have any questions or require additional information about the insurance coverage, please feel free to reach out to me.

Thank you for your commitment and dedication to [Organization Name]. Your efforts make a significant difference in our community.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]