

Insurance Document Submission

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to submit the necessary documents for the special event insurance for [Event Name], scheduled to take place on [Event Date] at [Event Location]. We appreciate your assistance in processing our request.

Enclosed please find the following documents:

- Completed Insurance Application Form
- Event Details and Description
- Venue Agreement
- Prior Insurance Policies (if applicable)

Please confirm receipt of these documents and let us know if any further information is needed. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]