

Event Liability Insurance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I am writing to request event liability insurance for an upcoming event that I am organizing. The details of the event are as follows:

Event Name: [Insert Event Name]

Date: [Insert Event Date]

Location: [Insert Event Location]

Estimated Attendance: [Insert Number of Attendees]

Description of the Event: [Briefly Describe the Event]

Given the nature of the event, I would like to ensure that appropriate liability coverage is in place. Please provide me with information regarding the coverage options available, as well as any necessary documentation or requirements needed to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]