

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Company Name]

[Client Company Address]

[City, State, Zip Code]

## **Subject: Event Insurance Confirmation for [Event Name]**

Dear [Client Name],

We are pleased to confirm the insurance coverage for your upcoming corporate event, [Event Name], scheduled to take place on [Event Date] at [Event Location].

Below are the details of the insurance coverage:

- **Policy Number:** [Policy Number]
- **Coverage Amount:** [Coverage Amount]
- **Type of Coverage:** [Type of Coverage]
- **Insured Event:** [Specific Details of the Event]
- **Effective Dates:** [Start Date] to [End Date]

Please keep this letter as proof of insurance coverage for your event. Should you have any questions or require further assistance, feel free to contact us at [Phone Number] or [Email Address].

Thank you for choosing [Your Company Name]. We wish you a successful event!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]