

[Date]

[Guest Name]

[Guest Address]

[City, State, Zip Code]

Subject: Welcome to [Agency Name] - Important Information Regarding Guest Liability Insurance

Dear [Guest Name],

Welcome to [Agency Name]! We are delighted to have you stay at one of our managed properties. Our goal is to ensure you have a safe and enjoyable experience.

As part of your booking, we would like to provide details regarding the Guest Liability Insurance included in your reservation. This coverage is designed to protect both you and the property during your stay.

Policy Highlights:

- **Coverage Period:** From your scheduled check-in time until your scheduled check-out time.
- **Accidental Damage:** Protection against unintentional damage to the property's structure or contents.
- **Bodily Injury:** Coverage for certain liability claims arising from accidents occurring on the premises.
- **Policy Limit:** Up to [Insert Amount] per stay.

Exclusions:

Please note that this insurance does not cover intentional damage, smoking-related damages, criminal activity, or theft of personal belongings. We recommend maintaining your own personal travel or renters insurance for items not covered under this policy.

How to Report a Claim:

In the event of an accident or damage, please notify our office immediately at [Phone Number] or via email at [Email Address]. Timely reporting is essential for the processing of any claims.

If you have any questions regarding your coverage or your upcoming stay, please do not hesitate to contact our support team.

Thank you for choosing [Agency Name]. We look forward to hosting you.

Best regards,

[Your Name/Signature]

[Your Job Title]

[Agency Name]

[Contact Information]