

**USE THIS COVER LETTER FOR  
INDIVIDUALS RENTING HISTORICAL HALL**

[Date]

Agent's Name  
Company  
Address  
City/State/Zip Code

Dear Agent:

I am renting the Historical Hall at the Bedford Historical Society for an event on [Date]. As part of the rental agreement, I am required to show proof of liability insurance in the amount of \$1,000,000 Liability for Bodily Injury and Property Damage.

Kindly have the respective Certificate of Insurance completed and forwarded to:

Bedford Historical Society, Inc.  
P. O. Box 491  
Bedford, NY 10506

Fax (914) 2345461

The certificate needs to follow the format as outlined in the attached sample.

Thank you for your immediate attention to this request.

Sincerely,

[lessee's name]