

# **SAMPLE LETTER TO WAIVE INSURANCE REQUIREMENT**

(TO BE TYPED ON BUSINESS LETTERHEAD)

Date

Suffolk County Department of Parks

Attn: Contracts Unit

P.O. Box 144

Montauk Highway

W. Sayville, NY 11796

Dear Commissioner;

Due to the extreme limits of our financial resources, we request a waiver of the \$2 million general liability insurance requirement for the Suffolk County Community Day event on Saturday, October 12, 2024.

This insurance requirement is a hardship for our organization. Please consider this request, so that we can continue to provide services in the County of Suffolk.

To the extent permitted by law, we shall indemnify and hold harmless the County, its consultant (if any), employees, agents and other persons from and against all claims, costs, judgments, liens, encumbrances and expenses, including attorneys' fees, arising out of the acts or omissions or negligence of this organization, its officers, agents, servants or employees in connection with the Suffolk County Community Day event.

Sincerely,

Name

Title