

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]

Subject: Notice of Insurance and Liability Compliance

Dear [Recipient Name],

This letter serves to formally certify that [Your Company Name] is in full compliance with the insurance and liability requirements set forth in the agreement dated [Contract Date] regarding [Project Name/Contract Reference].

We currently maintain the following active insurance coverages:

- **General Liability:** [Policy Number] - [Coverage Amount]
- **Professional Liability (Errors & Omissions):** [Policy Number] - [Coverage Amount]
- **Workers' Compensation:** [Policy Number] - [Coverage Amount]
- **Umbrella/Excess Liability:** [Policy Number] - [Coverage Amount]

As requested, [Recipient Company Name] has been named as an "Additional Insured" on the applicable policies. Please find the attached Certificates of Insurance (COI) providing evidence of these coverages and their respective expiration dates.

We confirm that these policies are in good standing and we agree to provide immediate written notice should there be any material change, cancellation, or non-renewal of these coverages that may affect our compliance status.

Should you require any additional documentation or have questions regarding our coverage limits, please contact [Name of Contact Person] at [Phone Number].

Sincerely,

[Signature]

[Full Name]
[Title]

Enclosures: Certificates of Insurance (COI)