

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title/Department]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Certificate of General Liability Insurance - [Policy Number/Project Name]**

Dear [Recipient Name],

Please find enclosed the Certificate of Insurance (COI) regarding our General Liability coverage, as requested for [Project Name, Contract Number, or Business Relationship].

This certificate confirms that [Your Company Name] maintains active general liability insurance that meets the requirements outlined in our agreement. The certificate lists [Recipient Company Name] as the certificate holder [and additional insured, if applicable].

Should you require any further documentation or have questions regarding our coverage limits and policy expiration dates, please contact our office or our insurance agent, [Agent Name], at [Agent Phone Number].

Sincerely,

[Signature]

[Printed Name]

[Title]

Enclosure: Certificate of Liability Insurance