

[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

Subject: Request for Certificate of Insurance (COI)

Dear [Vendor Contact Name],

In accordance with our service agreement dated [Agreement Date], we require an updated Certificate of Insurance (COI) for your company's records.

Please provide a certificate that includes the following coverage types and minimum limits:

- General Liability: \$[Amount]
- Professional Liability/Errors and Omissions: \$[Amount]
- Workers' Compensation: Statutory Limits
- Cyber Liability (if applicable): \$[Amount]

Please ensure that [Your Company Name] is listed as an "Additional Insured" on the policy. The certificate should also include a provision for [Number] days' notice of cancellation.

Please send the digital copy of the certificate to [Email Address] or mail the physical copy to the address listed below by [Deadline Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]