

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

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: Proof of Insurance - [Project Name / Contract Number]

Dear [Recipient Name],

Please find enclosed the Certificate of Liability Insurance (COI) as required by our agreement dated [Contract Date].

As requested, [Recipient Company Name] has been added as an "Additional Insured" under our [Policy Type, e.g., General Liability] policy. This coverage is effective as of [Start Date] and will remain in effect until [Expiration Date].

The policy includes the following endorsements as per our contract requirements:

- [Requirement 1, e.g., Primary and Non-Contributory wording]
- [Requirement 2, e.g., Waiver of Subrogation]

Please review the attached document and confirm that it meets your requirements. If you have any questions or require further documentation, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Enclosure: Certificate of Insurance