

[Date]

[Agent Name]

[Agent Address]

[City, State, Zip Code]

Subject: Verification of Errors and Omissions (E&O) Insurance Coverage

Dear [Agent Name],

Welcome to [Company Name]. As part of our standard onboarding procedure for new agents, we require formal verification of your professional liability insurance.

Please provide a Certificate of Insurance (COI) for your current Errors and Omissions (E&O) policy. Ensure the documentation includes the following details:

- Insurance Carrier Name
- Policy Number
- Effective and Expiration Dates
- Limit of Liability per Claim
- Aggregate Limit of Liability
- Deductible Amount

Our minimum required coverage limit is \$[Amount] per claim. Please ensure that [Company Name] is listed as a Certificate Holder, if applicable.

Kindly submit this documentation to the [Department Name] via email at [Email Address] or upload it to your agent portal no later than [Date]. Failure to provide proof of active coverage may delay your ability to conduct business on behalf of the company.

If you have any questions regarding these requirements, please contact [Contact Person/Department] at [Phone Number].

Sincerely,

[Sender Name]

[Title]

[Company Name]