

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

[Date]

[Agency Contact Name]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Request for Proof of Errors and Omissions (E&O) Insurance

Dear [Agency Contact Name],

In accordance with our professional services agreement dated [Date], I am writing to formally request current proof of your agency's Errors and Omissions (E&O) insurance coverage.

Please provide a Certificate of Insurance (COI) that includes the following details:

- Name of the Insurance Carrier
- Policy Number
- Policy Effective and Expiration Dates
- Limits of Liability per claim and in the aggregate
- Deductible amounts

Please ensure that [Your Company Name] is listed as the certificate holder. You may send the electronic copy of this document to [Your Email Address] or mail the physical copy to the address listed above.

We require this documentation for our records no later than [Due Date]. If you have any questions regarding this request, please contact me directly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]