

Date: [Insert Date]

To: [Contact Name or Underwriting Department]

Insurance Carrier/MGA: [Name of Company]

Address: [Company Address]

From: [Your Agency Name]

Agency Code/ID: [Your Agency ID Number]

Subject: Request for Current Errors and Omissions (E&O) Certificate

Dear [Name],

Our records indicate that we need to provide an updated copy of our Errors and Omissions (E&O) Insurance Certificate to your office for our agency file.

Please provide a Certificate of Insurance for our current E&O policy which includes the following details:

- **Carrier Name:** [E&O Carrier Name]
- **Policy Number:** [Policy Number]
- **Effective Dates:** [Start Date] to [Expiration Date]
- **Limits of Liability:** [Amount per Claim] / [Aggregate Amount]

Please email the certificate to [Your Email Address] or fax it to [Your Fax Number].

Thank you for your prompt assistance with this request.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Your Phone Number]