

Subject: Requirement to Upgrade to Commercial Auto Insurance Policy

Dear [Contractor Name],

This letter is to formally notify you of a change in our insurance compliance requirements for all independent contractors working with [Company Name].

Effective [Date], all contractors operating a vehicle for business purposes on behalf of the company are required to maintain a valid Commercial Auto Insurance policy. Our records indicate that you are currently listed with a personal auto policy, which no longer meets our minimum contract standards.

Please ensure your new policy meets the following requirements:

- Combined Single Limit (CSL) of at least \$[Amount]
- [Company Name] listed as "Additionally Insured"
- Coverage for Hired and Non-Owned Auto (if applicable)

Please submit your updated Certificate of Insurance (COI) to the [Department Name] by [Deadline Date]. Failure to provide proof of commercial coverage by this date may result in a suspension of your contract or project assignments.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]