

[Date]

[Certificate Holder Name]

[Company Name]

[Address]

[City, State, Zip Code]

**RE: Confirmation of Additional Insured Status**

To Whom It May Concern,

This letter serves to confirm that [Contractor Name] maintains a General Liability Insurance policy underwritten by [Insurance Carrier Name], policy number [Policy Number], effective from [Start Date] to [End Date].

In accordance with the written contract dated [Contract Date], [Certificate Holder/Client Name] has been added as an Additional Insured to the aforementioned General Liability policy. This coverage applies specifically to operations performed by [Contractor Name] regarding the project titled: [Project Name/Number].

The Additional Insured status is provided on a primary and non-contributory basis, including completed operations, as required by the terms of our agreement. A Certificate of Insurance (COI) and the relevant policy endorsements are attached to this letter for your records.

Should you require any further documentation or have questions regarding our coverage limits, please contact our insurance agent, [Agent Name], at [Agent Phone Number/Email].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Contractor Company Name]