

[Date]

[Insurance Broker Name]

[Agency Name]

[Address]

[City, State, Zip Code]

**RE: Request for Additional Insured Endorsement Verification**

**Policyholder:** [Tenant or Contractor Name]

**Policy Number:** [Policy Number]

Dear [Agent Name],

We are in receipt of the Certificate of Liability Insurance for the above-referenced policyholder. However, to satisfy our compliance requirements as the Property Owner, we require a copy of the actual endorsement(s) issued by the carrier.

Please provide the formal endorsement page(s) showing that the following entity is named as an **Additional Insured** on a primary and non-contributory basis:

**[Property Owner / Legal Entity Name]**

[Mailing Address for Notices]

The endorsement should specifically include coverage for [General Liability / Completed Operations / etc.] as required by the [Lease / Contract] agreement dated [Date of Agreement].

Please forward the documentation to [Email Address] or mail it to the address listed above at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Company Name]