

[Date]

[Insurance Broker Name]

[Agency Name]

[Address]

[City, State, Zip Code]

RE: Request for Certificate of Insurance and Additional Insured Endorsement

Dear [Agent Name],

Please issue a Certificate of Liability Insurance (COI) for [Your Company Name] regarding our upcoming project/contract with [Certificate Holder Name].

The Certificate Holder should be listed as follows:

[Certificate Holder Name]

[Address]

[City, State, Zip Code]

Required Coverage Limits:

- General Liability: \$[Amount] per occurrence / \$[Amount] aggregate
- Automobile Liability: \$[Amount]
- Workers Compensation: Statutory Limits
- Umbrella/Excess Liability: \$[Amount]

Additional Requirements:

- Please include an **Additional Insured Endorsement** (Form CG 20 10 or equivalent) naming [Certificate Holder Name] as Additional Insured on a primary and non-contributory basis.
- Include a **Waiver of Subrogation** in favor of the Certificate Holder.
- Provide a 30-day notice of cancellation clause.

Please email the completed certificate and endorsement to [Your Email Address] and [Certificate Holder Email Address] by [Date].

Thank you for your prompt assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Phone Number]