

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

RE: Notification of Additional Insured Endorsement

Project Name: [Project Name/Reference Number]

Contract Date: [Date of Agreement]

Dear [Recipient Name],

Pursuant to the insurance requirements outlined in our contract for the above-referenced project, this letter serves as formal notification that [Your Company Name] has added [Recipient Company Name] as an Additional Insured on our General Liability insurance policy.

Please find the following documents attached for your records:

- Updated Certificate of Liability Insurance (COI)
- Specific Project Endorsement Page (Form [Number, e.g., CG 20 10])

The endorsement provides coverage for [Recipient Company Name], its officers, directors, and employees for vicarious liability arising out of our operations performed on this specific project. This coverage is primary and non-contributory as required by our agreement.

Please review the attached documentation and let us know if you require any further information or modifications to meet your compliance standards.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Phone Number]

[Email Address]