[Date]

[Certificate Holder Name]
[Company Name]
[Address Line 1]
[City, State, Zip Code]

Subject: Issuance of Waiver of Subrogation Endorsement

To [Contact Person Name or Risk Management Department],

Pursuant to the terms of the contract agreement dated [Contract Date] regarding project [Project Name/Reference Number], please find the enclosed documentation for the required insurance endorsements.

We have instructed our insurance carrier, [Insurance Company Name], to issue a Waiver of Subrogation in favor of [Certificate Holder/Client Name] for the following policies:

- Workers' Compensation Policy Number: [Policy Number]
- General Liability Policy Number: [Policy Number]
- [Additional Policy Type, if applicable]

This endorsement confirms that the insurer waives its rights of recovery against [Certificate Holder/Client Name] for losses arising from work performed by [Contractor Name] under the aforementioned contract.

The formal endorsement page is attached to this letter for your records. Please let us know if you require any further documentation to satisfy your compliance requirements.

Sincerely,

[Signature]
[Name of Contractor Representative]
[Title]
[Contractor Company Name]