[Date]

[Vendor Name]
[Vendor Address]
[City, State, Zip Code]

RE: Notice of Issuance of Waiver of Subrogation Endorsement

Dear [Contact Name],

In accordance with the terms set forth in the [Agreement/Contract Name] dated [Contract Date] between [Your Company Name] and [Vendor Name], we are providing this formal notice regarding insurance requirements.

Pursuant to Section [Section Number] of the Agreement, [Vendor Name] has obtained the required Waiver of Subrogation endorsement in favor of [Your Company Name] and its affiliates.

Please find attached the updated Certificate of Liability Insurance and the specific Endorsement pages for the following policies:

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

By providing these documents, the insurer waives any right of recovery against [Your Company Name] for losses arising out of the work performed under the aforementioned contract.

Please confirm receipt of these documents for your records. If you have any questions, please contact [Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Enclosures: Certificate of Insurance, Waiver of Subrogation Endorsements