

[Date]

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

RE: Notice of Insurance Requirements - Primary and Non-Contributory Endorsement

Dear [Contact Name],

In accordance with the Subcontract Agreement dated [Date] for the project [Project Name/Number], this letter serves as a formal request for updated insurance documentation.

Our records indicate that your current Certificate of Insurance (COI) does not explicitly confirm that your General Liability and Umbrella/Excess Liability policies are **Primary and Non-Contributory** to our own insurance coverage.

Please provide an updated COI along with the specific policy endorsements that include the following language:

- [Your Company Name] and [Owner Name] are named as Additional Insureds.
- Coverage provided to the Additional Insureds shall be on a Primary and Non-Contributory basis.
- A Waiver of Subrogation is granted in favor of the Additional Insureds.

Please submit the required documentation to [Email Address/Department] by [Deadline Date]. Failure to provide these endorsements may result in a delay of processing progress payments or access to the job site.

Thank you for your prompt attention to this matter.

Sincerely,

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