

**Date:** [Insert Date]

**To:** [Vendor/Contractor Name]

[Address]

[City, State, Zip Code]

**Subject: Rejection of Non-Contributory Endorsement**

Dear [Contact Name],

We have reviewed the Certificate of Insurance and accompanying endorsements submitted for [Project Name/Contract Number].

Please be advised that the **Non-Contributory Endorsement** provided is being rejected for the following reason(s):

- The endorsement does not specifically name [Company Name] as Primary and Non-Contributory.
- The language used does not meet the minimum requirements specified in our contract.
- The endorsement is missing the required policy number or effective dates.
- Other: [Specify Reason]

Our agreement requires that your insurance coverage be primary and that any insurance maintained by [Company Name] be non-contributory. To rectify this, please provide a corrected endorsement or an updated Certificate of Insurance that complies with these terms by [Due Date].

Failure to provide the compliant documentation may result in a delay of payments or a breach of contract notice.

Please submit the updated documents to [Email Address/Department]. If you have any questions, please contact [Name] at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]