

[Sender Name]
[Sender Title]
[Company Name]
[Date]

[Recipient Name]
[Contractor Company Name]
[Address Line 1]
[Address Line 2]

Subject: Confirmation of Hired and Non-Owned Auto (HNOA) Endorsement

Dear [Recipient Name],

This letter serves to confirm that [Contractor Company Name] has successfully added the Hired and Non-Owned Auto (HNOA) endorsement to its General Liability policy, as required by our service agreement.

The details of the coverage are as follows:

- **Insurance Carrier:** [Carrier Name]
- **Policy Number:** [Policy Number]
- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date]
- **Combined Single Limit:** [Amount, e.g., \$1,000,000]

This endorsement ensures that liability coverage extends to vehicles used for business purposes that are not owned by the contractor, including rented vehicles and employee-owned vehicles used on behalf of the company.

We have received the updated Certificate of Insurance (COI) reflecting this change. Please ensure that this coverage remains active throughout the duration of your contract with [Company Name].

Thank you for your prompt attention to this insurance requirement.

Sincerely,

[Signature]
[Printed Name]
[Department]