[Date]

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

Subject: Approval of Contractor Certificate of Insurance (COI)

Dear [Contractor Contact Name],

We have received and reviewed the Certificate of Insurance (COI) submitted by your company on [Date of Submission] for the project titled "[Project Name/Contract Number]".

This letter serves as formal notification that your insurance documentation meets the compliance requirements set forth in our agreement. Your insurance status has been marked as **Approved** in our system.

Please ensure that all policies remain active throughout the duration of the contract. You are required to provide updated certificates should any policies be renewed or amended during this period. Failure to maintain compliant insurance may result in a suspension of work or delay in payments.

Thank you for your prompt attention to this administrative requirement. We look forward to working with you.

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]