[Date]

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

Subject: Annual Audit - Request for Updated Certificate of Insurance (COI)

Dear [Contractor Contact Name],

In accordance with the terms of our existing agreement, [Company Name] is currently conducting its annual audit of contractor compliance records. Our records indicate that the Certificate of Insurance (COI) currently on file for your company has expired or is nearing its expiration date.

To remain in compliance with our safety and risk management requirements, please provide an updated Certificate of Insurance that includes the following coverage details:

- General Liability: [Minimum Amount]
- Workers' Compensation: [Statutory Limits]
- Automobile Liability: [Minimum Amount]
- Professional Liability (if applicable): [Minimum Amount]
- [Company Name] listed as "Additionally Insured"

Please submit the updated document via email to [Email Address] or upload it to our contractor portal at [URL] no later than [Due Date].

Failure to provide valid proof of insurance may result in the suspension of active projects or a delay in processing pending invoices.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Phone Number]