head>

[Date]

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

Subject: Request for Certificate of Insurance (COI) - [Project Name/Contract Number]

Dear [Contact Person Name],

In accordance with our agreement dated [Contract Date], we require an updated Certificate of Insurance (COI) before work commences. Please provide evidence of your insurance coverage meeting the following requirements:

- **General Liability:** Minimum limit of $[Amount] per occurrence.
- **Workers' Compensation:** Statutory limits as required by state law.
- **Automobile Liability:** Minimum limit of $[Amount].

Additional Insured Requirement:
[Your Company Name] and [Name of Other Entities if applicable] must be named as **Additional Insured** on a primary and non-contributory basis for General Liability. Please ensure the following wording is included in the Description of Operations section:

"[Your Company Name] is included as an Additional Insured as respects to General Liability for ongoing and completed operations performed by the Named Insured."

Please have your insurance broker send the certificate directly to [Email Address] or mail it to the address listed below:

[Your Company Name]
[Attn: Department Name]
[Street Address]
[City, State, Zip Code]

We must receive this document no later than [Due Date]. Failure to provide a valid certificate may result in a delay of project start or payment.

Sincerely,

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