[Date]

[Tenant Name]
[Tenant Business Name]
[Property Address/Suite Number]
[City, State, Zip Code]

Re: Confirmation of Additional Insured Status

Dear [Tenant Name],

This letter serves as formal acknowledgment that [Landlord Name/Property Management Company] has received and reviewed the Certificate of Insurance (COI) provided for the premises located at [Property Address].

We confirm that **[Full Legal Name of Landlord/Entity]** has been successfully added as an "Additional Insured" under your General Liability policy, as required by the terms of your lease agreement dated [Lease Start Date].

The documentation provided meets our current requirements regarding:

- General Liability Coverage Limits
- Additional Insured Endorsement Language
- Policy Effective Dates

Please ensure that updated certificates are forwarded to our office at least fifteen (15) days prior to the expiration of the current policy to maintain continuous compliance with your lease.

Thank you for your cooperation.

Sincerely,

[Signature]
[Printed Name]
[Title]
[Landlord/Property Management Company Name]