[Date]

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

RE: Confirmation of Additional Insured Status

Dear [Contact Name or Lease Manager],

This letter serves as formal confirmation that **[Lessor Name]** has been added as an Additional Insured on the commercial insurance policies of **[Lessee/Your Company Name]**, effective as of **[Date]**.

This update pertains to the lease of the following heavy equipment:

- **Equipment Description:** [Make/Model]
- **Serial/VIN Number:** [Number]
- **Lease Agreement Number:** [Number]

The coverage includes General Liability and [Optional: Inland Marine/Physical Damage] as required by our equipment lease agreement. We have instructed our insurance broker to issue a Certificate of Insurance (COI) naming your organization as an Additional Insured and Loss Payee.

Please find the attached Certificate of Insurance for your records. If you require further documentation or have specific endorsement requirements, please contact [Name] at [Phone Number/Email].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Your Company Name]