Date: [Date]

To: [Independent Contractor Name]
Address: [Contractor Address]
Contractor ID: [ID Number]

Subject: Notice of Mandatory Rideshare Gap Insurance Coverage

Dear [Independent Contractor Name],

This letter serves as a formal notification regarding insurance requirements for all independent contractors providing transportation services through [Company Name].

To comply with our safety standards and your Independent Contractor Agreement, you are required to maintain "Rideshare Gap Coverage" (also known as Transportation Network Company - TNC endorsement) on your personal automobile insurance policy.

Why this is required:
Standard personal auto insurance policies typically exclude coverage the moment you log into the driver app. Gap coverage is necessary to protect you and your vehicle during "Period 1"-the time you are logged into the app and available for requests, but have not yet accepted a trip or picked up a passenger.

Action Required:
Please provide proof of this coverage by [Deadline Date]. Acceptable documentation includes:

- A copy of your Insurance Declarations Page showing the Rideshare/TNC endorsement.
- A formal letter from your insurance provider confirming the added coverage.

Please upload the required documents to [Portal Link/Email Address]. Failure to provide proof of gap coverage may result in the temporary suspension of your access to the [Company Name] platform.

If you have questions regarding this requirement, please contact [Department Name] at [Phone Number] or [Email Address].

Sincerely,

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