

[Your firm name and logo]

[Your company legal name]

[Your address]

[Date]

To: [Vendor legal name], attention [Vendor contact]

Re: Certificate of insurance for [contract, PO or project number]

Dear [Vendor contact],

Request

Our agreement for [description of work] requires proof of insurance before [start date / first payment]. Please forward this letter to your insurance broker and have them send a current certificate of insurance to [email] by [date].

Certificate holder

Please show the certificate holder exactly as: [Your company legal name], [mailing address].

Coverages and limits

Please issue it on the current edition of ACORD 25. For each policy, the certificate must show the insurer, the policy number and the effective and expiration dates. It must show commercial general liability of \$[per occurrence] per occurrence and \$[aggregate] aggregate; workers' compensation as required by your state, with employer's liability of \$[limit]; and [auto liability of \$[limit] / professional liability of \$[limit] / umbrella of \$[limit]].

Additional insured (optional)

Please name [Your company legal name] as additional insured on the general liability policy and attach the endorsement page.

Construction work (optional)

Because this is construction work, additional insured status must cover both ongoing operations and completed operations. Please attach both endorsements.

Waiver and primary wording (optional)

The contract also requires a waiver of subrogation in our favor and primary and non-contributory coverage. Please attach the endorsements that provide them.

Description of operations

Please reference [project name, site address or contract number] in the description of operations.

Form W-9 (optional)

Please also send a completed and signed Form W-9 for [Vendor legal name], so we can set up payment.

Renewals

When any policy renews during our agreement, please have your broker send the new certificate to [accounts payable email] before the expiration date shown on the current one.

Thank you,
[Your name]

[Title], [Your company legal name]
[Phone] · [Email]