

# Compliance Certificate Request

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally request a Compliance Certificate regarding our insurance requirements as outlined in our agreement dated [Insert Agreement Date]. This is to ensure that all necessary insurance coverages are in place and compliant with the stipulated standards.

Specifically, we request confirmation of the following insurance policies:

- General Liability Insurance
- Workers' Compensation Insurance
- Professional Liability Insurance
- Automobile Liability Insurance

We would appreciate it if you could provide us with the Compliance Certificate by [Insert Due Date]. If you need any further information to process this request, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]