

Request for Cargo Insurance Coverage Documentation

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Attn: [Recipient Name/Department]

Dear [Recipient Name],

I am writing to request documentation regarding the cargo insurance coverage for our recent shipment with reference number [Insert Reference Number]. In order to facilitate our records and ensure compliance with our internal policies, we require the following documentation:

- Certificate of Insurance
- Policy Details and Terms
- Limits of Liability
- Exclusions

We kindly ask that you provide these documents at your earliest convenience. If there are any forms or additional information required from our end, please let us know, and we will be happy to comply.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]