

Vendor Liability Insurance Certificate Submission Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Vendor's Name]
[Vendor's Company Name]
[Vendor's Address]
[City, State, ZIP Code]

Dear [Vendor's Name],

We hope this message finds you well. This letter serves as a formal request for the submission of your liability insurance certificate to ensure compliance with our company policies.

As part of our vendor management process, we require that all vendors submit a current certificate of liability insurance that covers general and product liability with a minimum coverage of [insert required coverage amount].

Please send the insurance certificate to us by [insert deadline date]. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]