

Vendor Liability Insurance Compliance Notification

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to inform you of our requirement for all vendors to maintain adequate liability insurance coverage. In accordance with our agreement dated [Insert Agreement Date], it is essential that you provide proof of your liability insurance by [Insert Compliance Deadline].

Please ensure that your insurance policy meets the following minimum requirements:

- General Liability Insurance with coverage of at least [\$Amount]
- Workers' Compensation Insurance as required by law
- Automobile Liability Insurance (if applicable)

We request that you email a copy of your insurance certificate to [Insert Email Address] or fax it to [Insert Fax Number]. Failure to provide the required documentation by the compliance deadline may result in the suspension of our business relationship.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[Your Phone Number]

[Your Email Address]