

Vendor Liability Insurance Exemption Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an exemption from the vendor liability insurance requirement outlined in our contract, reference number [insert contract number]. Due to [explain reasons: e.g., the nature of the services/products, existing coverage, financial constraints], I believe that an exemption is warranted.

As a [describe your business or role briefly], I take full responsibility for my operations and would like to discuss an alternative arrangement that could satisfy the requirements while addressing my constraints.

I appreciate your consideration of my request and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you have any questions or need further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip Code]