

Vendor Liability Insurance Policy Update Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to inform you that there have been updates to your vendor liability insurance policy as part of our ongoing commitment to ensure compliance and protect our mutual interests.

Details of the updated policy are as follows:

- Policy Number: [Insert Policy Number]
- Effective Date: [Insert Effective Date]
- Coverage Amount: [Insert Coverage Amount]

Please review the enclosed documentation for more information on the terms and conditions of this updated policy.

If you have any questions or require further clarification, do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]