

# Vendor Liability Insurance Renewal Reminder

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

This is a friendly reminder that your vendor liability insurance is set to expire on [Insert Expiration Date]. To ensure continued coverage and compliance with our requirements, we kindly ask you to initiate the renewal process as soon as possible.

Please provide us with the updated certificate of insurance, which should indicate coverage for at least [Insert Minimum Coverage Amount]. This documentation is due by [Insert Due Date] to avoid any interruptions in our partnership.

If you have any questions or need assistance, please feel free to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]