

Vendor Liability Insurance Requirement Acknowledgment

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

This letter serves as written acknowledgment of the liability insurance requirements set forth in our agreement. As a vendor providing services to [Your Company Name], you are required to maintain the following insurance coverage:

- General Liability Insurance with a minimum coverage of [\$Amount]
- Professional Liability Insurance (if applicable) with a minimum coverage of [\$Amount]
- Workers' Compensation Insurance in compliance with state regulations

Please provide us with a certificate of insurance evidencing that the coverage is in effect and naming [Your Company Name] as an additional insured. This documentation must be submitted prior to the commencement of services.

If you have any questions regarding this requirement, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]