

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing vendor management process, we require updated insurance details for our records to ensure compliance with our policies.

Could you please provide us with the following information at your earliest convenience?

- Certificate of Insurance (COI)
- General Liability Coverage Details
- Workers' Compensation Coverage Information
- Professional Liability Coverage, if applicable

Thank you for your prompt attention to this matter. If you have any questions or need further assistance, please feel free to reach out to me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]