

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Company Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. As part of our ongoing efforts to ensure compliance and risk management, we are currently reviewing our vendor documentation.

We kindly ask that you provide us with your current insurance documentation, including:

- General Liability Insurance Certificate
- Workers' Compensation Insurance Certificate
- Professional Liability Insurance Certificate (if applicable)

Please send the requested documentation by [Insert Due Date] to ensure uninterrupted service. If you have any questions, feel free to reach out at your convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]