

Vendor Contractual Liability Evaluation Request

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Person],

We hope this letter finds you well. As part of our due diligence process, we are conducting a review of the contractual liability associated with our potential partnership. We kindly request your assistance in providing the following information for evaluation:

- Copies of your current liability insurance certificates.
- A summary of your liability limits and coverage details.
- Your standard contractual terms and conditions related to liability.
- Any historical claims information that may impact our assessment.

Please provide the requested information by [Insert Deadline], so we can proceed with our evaluation. If you have any questions, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]