

Letter of Inquiry for Subcontractor Insurance Information

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Company Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

I hope this letter finds you well. As part of our due diligence process, we are currently reviewing the insurance coverage for all our subcontractors. To ensure compliance with our requirements and to maintain a safe working environment, we kindly request that you provide us with detailed information regarding your insurance policies.

Please include the following details:

- Type of insurance coverage
- Policy numbers
- Effective dates and expiration dates
- Limits of liability

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]