

Request for Aviation Insurance Certificate

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

Dear [Insurance Company Contact Name],

I am writing to formally request an aviation insurance certificate for our commercial aircraft, [Aircraft Make and Model, including Registration Number]. We require this certificate to fulfill regulatory requirements and for our operational needs.

The coverage details we require are as follows:

- Type of Coverage: [e.g., Liability, Hull, etc.]
- Policy Number: [If applicable]
- Effective Dates: [Start Date] to [End Date]
- Insured Value: [Amount]

Please send the certificate to my attention at the above address or via email at [Your Email Address]. If you require any additional information or documentation, do not hesitate to contact me directly.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company Name]