

Aviation Insurance Certificate Request

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Aviation Insurance Certificate

Dear [Insurance Company Contact Name],

I hope this message finds you well. I am writing to formally request an aviation insurance certificate for [Organization Name] as part of our compliance requirements for maintenance organizations.

Details of our organization are as follows:

- Organization Name: [Organization Name]
- Address: [Organization Address]
- Type of Aviation Operations: [Type of Operations]
- Policy Number: [Policy Number]

The insurance certificate will help us demonstrate our coverage to regulatory authorities and clients. We would appreciate it if you could send the certificate by [specific date].

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]