

Request for Professional Liability Insurance

Date: [Insert Date]

To: [Insurance Company Name]

Attn: [Contact Person Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Contact Person Name],

I am writing to formally request a quote for professional liability insurance for my [type of business or profession, e.g., consulting firm, legal practice, etc.]. Our business is aimed at providing [brief description of services offered], and we are seeking coverage that will protect us against potential claims of negligence, errors, or omissions in the provision of our services.

Here are some details relevant to our request:

- Business Name: [Your Business Name]
- Business Address: [Your Business Address]
- Years in Operation: [Number of Years]
- Number of Employees: [Number]
- Annual Revenue: [Estimated Revenue]

We would appreciate it if you could provide us with information regarding coverage options, premiums, deductibles, and any other pertinent details by [desired response date]. If you require additional information or documentation to process our request, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Phone Number]

[Your Email Address]