

Request for Insurance Certificate Validation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request the validation of our insurance certificate dated [Insert Date of Certificate]. We require confirmation of its validity for our records and compliance purposes.

Please confirm that the policy is active and provide any necessary details regarding the coverage and terms. If you need any further information from my side, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]