

# **Subject: Request for Insurance Documentation**

Date: [Insert Date]

[Subcontractor's Name]  
[Subcontractor's Address]  
[City, State, Zip Code]

Dear [Subcontractor's Name],

We hope this message finds you well. As part of our ongoing commitment to ensuring compliance and managing risk effectively, we kindly request the following insurance documentation:

- Proof of General Liability Insurance
- Workers' Compensation Certificate
- Professional Liability Insurance (if applicable)
- Automobile Liability Insurance (if applicable)

Please provide the requested documentation by [insert deadline]. If you have any questions or require further clarification, do not hesitate to contact us.

Thank you for your prompt attention to this matter.

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